

**January 2020 Treasurer's Report
TRES PTA**

Expenditures as of 12/31/19

Fund	Spent	Remaining
Academic Enrichment	\$ 1,387.65	\$ 2,212.35
Administrative	\$ 288.39	\$ 61.61
Cares and Concerns	\$ 30.27	\$ 169.73
Classroom Enrichment	\$ 1,255.88	\$ 4,029.12
Cultural Arts	\$ 1075.00	\$ 2,925.00
Fifth Grade Special Activities	\$1,152.83	\$747.17
Gifts of Gratitude*	\$437.98	\$ 0
Hospitality	\$ 464.43	\$ 410.57
Operating Expense (Supplies / Printing / Misc.)	\$ 506.99	\$ 293.01
Organizational Expense (Membership)	\$ 1,984.75	\$ 215.25
Organizational Expense (PTACHC Scholarship)	\$ 100.00	\$ 0
Retriever Rally	\$ 1,187.96	\$ 1,812.04
Silent Auction	\$ 750.84	TBD
Spiritwear	\$ 1199.14	\$ 1967.46
Staff Appreciation	\$ 1,305.72	\$ 1,500.86
Total	\$ 13,176.08	\$16, 344.17

Income as of 12/31/19

Fund	Total Deposited
Membership / Membership Drive Donations	\$ 13,853.30
Direct Donations (PayPal / Square)	\$ 378.17
Spiritwear	\$ 491.10
Profit Sharing (Amazon Smile / School ToolBox)	\$ 551.73
Lego League	\$ 2,050.00
TOTAL	\$ 17,324.30

Upcoming Expenditures:

- School Directory / International Night / Staff Appreciation PT Conferences / Winter Dance / Silent Auction Upfront Expenditures

Ongoing Expenditures:

- Academic Enrichment / Classroom Enrichment / Hospitality / Lego League

Budget Discussion

- Balance as of 12/31/19: \$58,968.84
- Updates since October 31, 2019
 - Amazon Smile: \$31.05
 - School ToolBox: \$371.48
 - Cultural Arts: Janice Curtis Greene (Fun w/ Animals and Harriet Tubman): \$800.00
 - Operating Expense: \$314.69 (PTA Board Holiday Get-Together)
 - Silent Auction: \$700.00 (Venue Deposit)
 - Spiritwear: \$466.60 (New Items to Sell)
- Classroom Enrichment

½ of the staff have utilized their funds. I will reach out to people who have not yet utilized their funds to remind them that they have funds available.
- Academic Enrichment – Remaining Funds
 - Kinder: \$568.21
 - 1st: \$446.18
 - 2nd: \$69.72
 - 3rd: \$353.76 (but want to utilize remainder for in-house field trip from RNC - \$625 Total)
 - 4th: \$174.48
 - 5th: \$600.00
- Gifts of Gratitude – Brought in \$13,679.33 / Paid \$14,117.31 (Spent \$437.98 on fees) – Not a budget line item. 194 Gifts. (One transaction via Stripe, not Square (12/5/2019))
- Filed 990-N on 11/14/2019
- Need to file MD Charitable Registration Renewal – Will do so by close of this week
- Two filings coming up in January: 1099-MISC to anyone we paid \$600+ and 1096 and MD Personal Property Return

Reimbursement Process:

All reimbursement requests must be delivered in paper copies with their original receipt or invoice before reimbursement is processed. This will keep our books organized and we will be less likely to have an error. It is also in our bylaws and the PTACHC bylaws. I check the TRES PTA Treasurer Box at least once a week, so please turn in your requests ASAP. The reimbursement form is on our website.

Remember: No Receipt = No Reimbursement