



December 16, 2015

Executive Board Meeting

In attendance: Melissa, Kira, Teri, Jodi, Laura and Heather

Review of the budget:

If we spend all of what we have budgeted without any additional income, we could end up in a position where we don't have enough cash to cover expenses before next year's jogathon funds come in. As a result we are monitoring cash flow closely.

Playground improvement is up to \$10,000 and \$0.00 budgeted for the previous year. Even with the money that was made from the auction, still need to make up a deficit for the playground line item.

Line items that we can delete because they are not being utilized this year:

\$2,000 for the High Jump for PE  
\$250 for the stock market club  
\$200 for game night

Big issue is that the 5<sup>th</sup> grade has gone way over budget for memory books, t-shirts for Mt. School and the picnic. It appears there has been a miscommunication regarding the amount allocated for 5<sup>th</sup> grade events. \$1,000 was budgeted for the 5<sup>th</sup> grade to use for memory books as well as their picnic. The actual cost is expected to be closer to \$1,700 and the difference was supposed to be fundraised by the 5<sup>th</sup> grade class. Last year's 5<sup>th</sup> graders went way over budget thus depleting any reserve that the 5<sup>th</sup> graders may have had. This year's class thought everything would be covered by the PTO.

Options to give the 5<sup>th</sup> graders for fundraisers: Silver Beach scarves (Mr. Perigo has this information), family dance with baked sale or an ice cream social night. Will also suggest that the switch the picnic to Bloedel so they do not have to pay for the transportation.

It was motioned by Jodi to give the 5<sup>th</sup> graders \$300 to go toward the memory books, but they will need to fundraise anything above that. Heather seconded the motion and all agreed.

In discussing the budget, Kira mentioned that the software that we are using is very outdated. Possibly transfer to Quickbooks? Concern with training on Quickbooks for treasurers in the future.

Due to the budget issues, it was agreed that we would make a policy for next year that there would be no reimbursements until after the jog-a-thon. We would also wait until after the jog a thon to have our budget meeting so we have a better idea of how much money is actually in the budget.

We will try and get a committee together to for another auction – with more time for planning. Most everyone was willing to help with the auction, but not chair it. A few names were thrown around to see if we can find an auction chairperson.

Meeting adjourned

Heather Calloway