



John Adams Elementary School PTA

August 2018 Budget Status

± to Date: \$14,493.22

	Fundraising	Affiliate Fundraising	Sales	General Fund	Education Programs	Schools Support	Community Engagement	Teacher & Staff Appreciation	PTA Expenses	One-time / Non-recurring Expenditures	Reserved Funds	Administrative
Beginning of Year Budget:	\$ 5,750.00	\$ 1,250.00	\$ 100.00	\$ 600.00	\$ (7,802.00)	\$ (3,150.00)	\$ (5,885.00)	\$ (4,508.00)	\$ (927.00)	\$ -	\$ -	\$ (2,134.32)
Changes:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Budget:	\$ 5,750.00	\$ 1,250.00	\$ 100.00	\$ 600.00	\$ (7,802.00)	\$ (3,150.00)	\$ (5,885.00)	\$ (4,508.00)	\$ (927.00)	\$ -	\$ -	\$ (2,134.32)
July Activity:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12.99)	\$ -	\$ -	\$ (80.22)
August Activity:	\$ -	\$ 25.00	\$ -	\$ 80.00	\$ (160.00)	\$ -	\$ -	\$ -	\$ (10.79)	\$ -	\$ -	\$ (277.00)
Variance to End of Month:	\$ (5,750.00)	\$ (1,225.00)	\$ (100.00)	\$ (520.00)	\$ 7,642.00	\$ 3,150.00	\$ 5,885.00	\$ 4,508.00	\$ 903.22	\$ -	\$ 580.00	\$ 1,777.10

CREATED FOLLOWING 9/20/18 APPROVAL OF 2018-19 BUDGET BY PTA MEMBERSHIP



John Adams Elementary School PTA

August 2018 Treasurer's Budget Report

+/-/0	Budget Line	Amount Budgeted		August	YTD Activity		Budget
		B.o.Y	E.o.M	Activity	by Line	Rolled up	Variance
+	Restaurant Nights	\$ 600.00	\$ 600.00	\$ 25.00	\$ 25.00	\$ -	● \$ (575.00)
-	Food Procurement	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	Gear Procurement	\$ 400.00	\$ 400.00		\$ -		● \$ 400.00
+	JAES PTA Membership Dues	\$ 1,000.00	\$ 1,000.00	\$ 80.00	\$ 80.00	\$ -	● \$ (920.00)
-	NoVA PTAC Membership Dues	\$ 25.00	\$ 25.00		\$ -		● \$ 25.00
-	VA PTA Membership Dues	\$ 375.00	\$ 375.00		\$ -		● \$ 375.00
-	Mini Grants	\$ 2,500.00	\$ 2,500.00		\$ -	\$ -	● \$ 2,500.00
-	Education Programs (General)	\$ -	\$ -		\$ -	\$ (160.00)	● \$ -
-	Summer Reading Prizes	\$ 175.00	\$ 175.00		\$ -		● \$ 175.00
-	Science Fair	\$ 1,000.00	\$ 1,000.00		\$ -		● \$ 1,000.00
-	Spelling Bee	\$ 677.00	\$ 677.00	\$ (160.00)	\$ (160.00)		● \$ 517.00
-	SOL Engagement	\$ 900.00	\$ 900.00		\$ -	\$ -	● \$ 900.00
-	Reflections (VaPTA Art Contest)	\$ 250.00	\$ 250.00		\$ -	\$ -	● \$ 250.00
-	Dual Language Spelling Competition	\$ 300.00	\$ 300.00		\$ -	\$ -	● \$ 300.00
-	Yearbook Club	\$ 1,000.00	\$ 1,000.00		\$ -	\$ -	● \$ 1,000.00
-	STEM Club	\$ 500.00	\$ 500.00		\$ -	\$ -	● \$ 500.00
-	Yoga for Kids Club	\$ 500.00	\$ 500.00		\$ -	\$ -	● \$ 500.00
-	4th Grade Swim Program	\$ 750.00	\$ 750.00		\$ -	\$ -	● \$ 750.00
-	4th Grade Jamestown Trip	\$ 500.00	\$ 500.00		\$ -	\$ -	● \$ 500.00
-	5th Grade Graduation & Gift to School	\$ 500.00	\$ 500.00		\$ -	\$ -	● \$ 500.00
-	Clothing Supplies (School Nurse)	\$ 200.00	\$ 200.00		\$ -	\$ -	● \$ 200.00
-	TC Williams Graduation Night Donation	\$ 100.00	\$ 100.00		\$ -	\$ -	● \$ 100.00
-	Dual Language Signage	\$ 300.00	\$ 300.00		\$ -	\$ -	● \$ 300.00
-	PTA Meeting Childcare	\$ 800.00	\$ 800.00		\$ -	\$ -	● \$ 800.00
-	Hispanic Heritage Night	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	International Night	\$ 500.00	\$ 500.00		\$ -		● \$ 500.00
-	African American Heritage Night	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	Social Media Advertising	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	Text 'Blast' Service	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	Bulletin Board & PTA Box	\$ 200.00	\$ 200.00		\$ -		● \$ 200.00
-	PTAC Scholarship Fund	\$ 100.00	\$ 100.00		\$ -	\$ -	● \$ 100.00
-	Garden Funds	\$ 100.00	\$ 100.00		\$ -	\$ -	● \$ 100.00
-	Kindergarten Social	\$ 35.00	\$ 35.00		\$ -	\$ -	● \$ 35.00
-	Career Day	\$ 200.00	\$ 200.00		\$ -	\$ -	● \$ 200.00
-	PTA Meeting Meals	\$ 450.00	\$ 450.00		\$ -	\$ -	● \$ 450.00
-	Cafeteria Audio/Visual System	\$ 3,500.00	\$ 3,500.00		\$ -	\$ -	● \$ 3,500.00
-	Teacher & Staff Appreciation Gifts	\$ 2,500.00	\$ 2,500.00		\$ -	\$ -	● \$ 2,500.00
-	Parent Teacher Conf - Teacher Dinners	\$ 1,000.00	\$ 1,000.00		\$ -	\$ -	● \$ 1,000.00
-	Staff Training Breakfasts	\$ 400.00	\$ 400.00		\$ -	\$ -	● \$ 400.00
-	Non-Teacher Appreciation Gifts	\$ 200.00	\$ 200.00		\$ -	\$ -	● \$ 200.00
-	Teacher Memberships (2)	\$ 8.00	\$ 8.00		\$ -	\$ -	● \$ 8.00
-	Staff Lounge Supplies	\$ 400.00	\$ 400.00		\$ -	\$ -	● \$ 400.00
+	Interest Income	\$ -	\$ -	\$ 0.01	\$ 0.02	\$ -	● \$ 0.02
-	Supplies & Software	\$ 350.00	\$ 350.00		\$ -	\$ -	● \$ 350.00
-	PTA Insurance	\$ 277.00	\$ 277.00		\$ -	\$ -	● \$ 277.00
-	Officer Expenses (incl. Training)	\$ 150.00	\$ 150.00		\$ -	\$ -	● \$ 150.00
-	Square Fees	\$ -	\$ -	\$ 2.20	\$ 2.20	\$ -	● \$ 2.20
-	Miscellaneous Bank Fees	\$ -	\$ -	\$ (13.00)	\$ (26.00)	\$ -	● \$ (26.00)
-	Purchase Tablet for PTA (Mobile Payments)	\$ 150.00	\$ 150.00		\$ -	\$ -	● \$ 150.00
-	Cafetorium Sound System	\$ 500.00	\$ 500.00		\$ -	\$ -	● \$ 500.00
-	Garden Fund	\$ 80.00	\$ 80.00		\$ -	\$ -	● \$ 80.00
-	Bylaw Required 1/2-Year's Budget	\$ 12,770.66	\$ 12,770.66		\$ -	\$ -	● \$ 12,770.66
+	Prior Year Undeposited Receipts	\$ 135.00	\$ 135.00		\$ 135.00	\$ -	● \$ -
-	Prior Year Uncashed Checks	\$ 1,777.10	\$ 1,777.10	\$ (1,292.26)	\$ (1,373.03)	\$ -	● \$ 404.07
-	Prior Year Unreimbursed Expenses	\$ 492.22	\$ 492.22	\$ (277.00)	\$ (492.22)	\$ -	● \$ -



John Adams Elementary School PTA

August 2018 Treasurer's Activity Report

Bank Account Balances	BEGINNING		END	
Suntrust:	\$	628.09	\$	615.10
Burke & Herbert (Main):	\$	19,973.53	\$	19,432.58
Burke & Herbert (Square):	\$	-	\$	-
	\$	20,601.62	\$	20,047.68

Cash Drawer	Funds to be Deposited:	\$	25.00
\$104.00	Deposits not yet Posted:	\$	-
	Expenses to be Paid:	\$	652.22
	Checks not yet Cashed:	\$	-

Date	Type of Transaction	Amount	Note
8/6/2018	Notice of Bank Cr/Db	\$ (751.31)	Debit Prior Year Uncashed Checks (99299)
8/10/2018	Receive Inv/ReiReq	\$ 160.00	for Spelling Bee (05209)
	Receive Inv/ReiReq	\$ 277.00	for Prior Year Unreimbursed Expenses (99399)
	Check Written	\$ 437.00	Ck# BH 2535 on 15 Oct '18
8/16/2018	Receive C/C/CC	\$ 25.00	for Restaurant Nights (02103)
	Receive C/C/CC	\$ 80.00	for JAES PTA Membership Dues (04112)
	Receive C/C/CC	\$ 2.20	for Square Fees (09237)
8/20/2018	Notice of Bank Cr/Db	\$ (132.00)	Debit Prior Year Uncashed Checks (99299)
	Notice of Bank Cr/Db	\$ (408.95)	Debit Prior Year Uncashed Checks (99299)
8/31/2018	Notice of Bank Cr/Db	\$ (13.00)	Debit Miscellaneous Bank Fees (09238)
	Notice of Bank Cr/Db	\$ 0.01	Credit Interest Income (09115)

Transfers	
Manual transfers from BLN to BLN as approved by PTA membership	

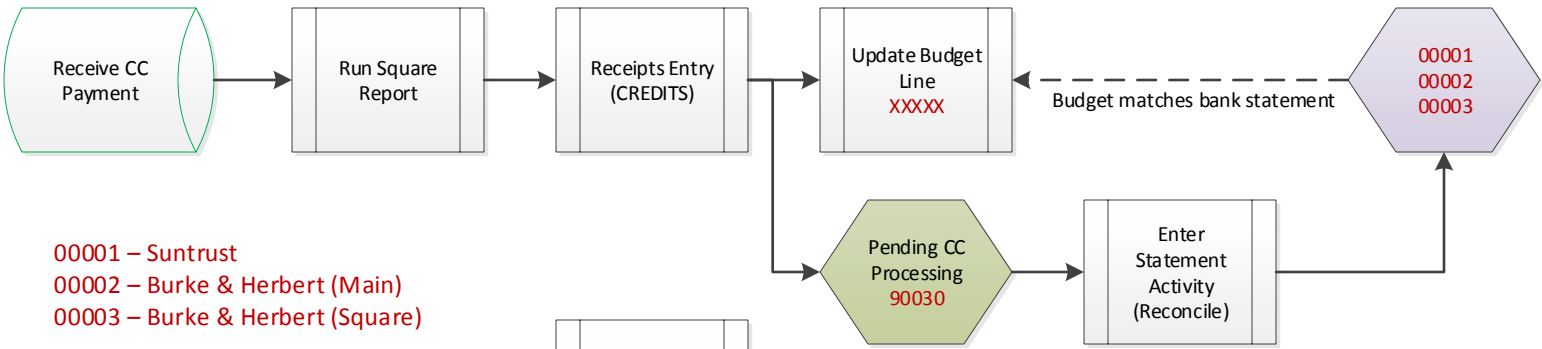
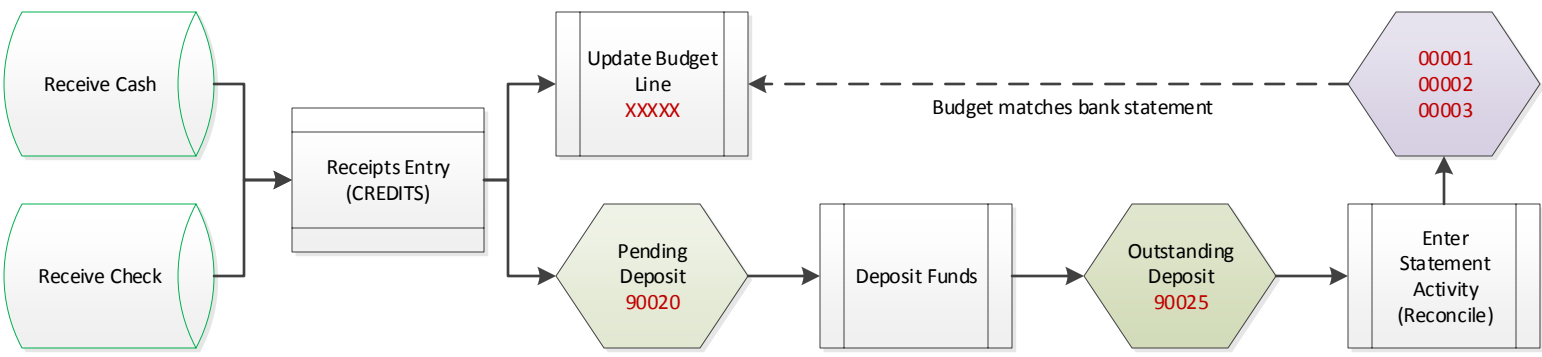
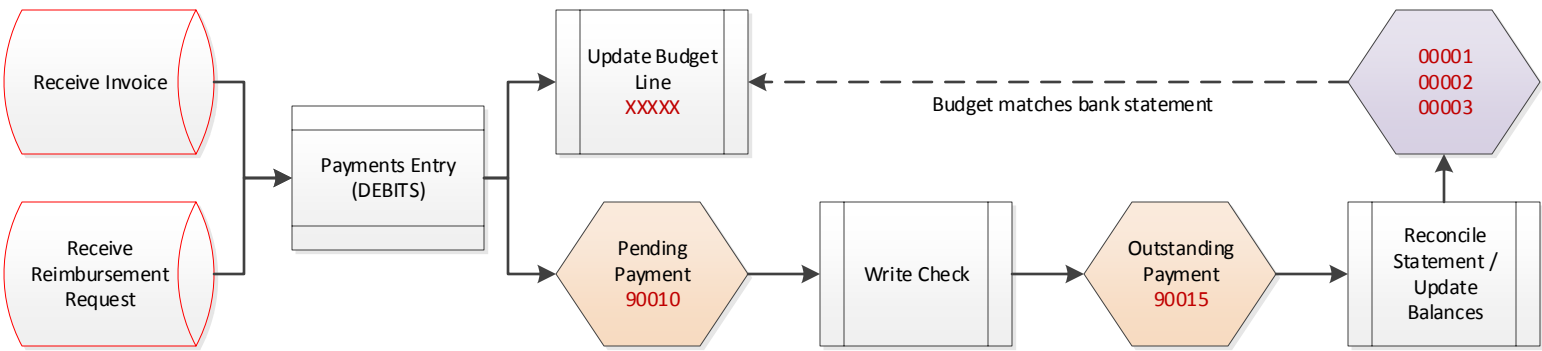
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Earmarks	
Automatic transfers from BLN to BLN based on funds received for specific purposes, to replenish to BoY budget level <i>at month's end</i> until expended	

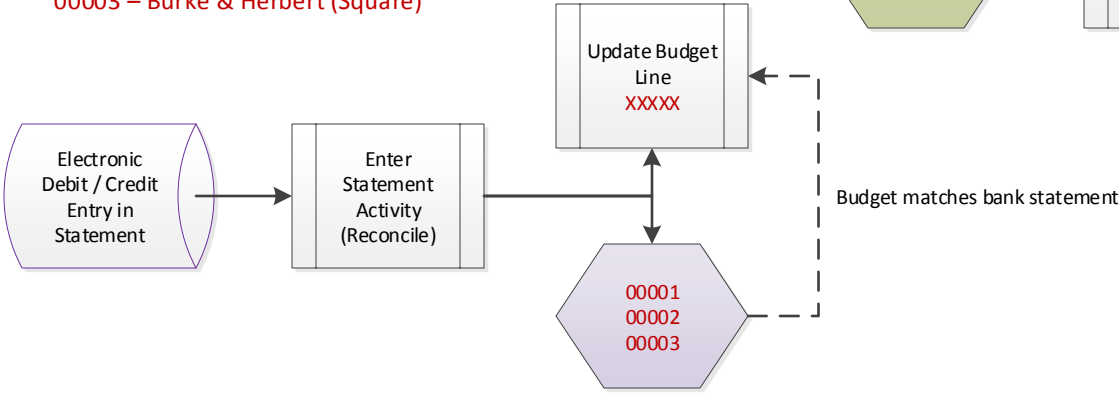
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Treasurer's Notes

General notes and records of modifying past transactions.



00001 – Suntrust
 00002 – Burke & Herbert (Main)
 00003 – Burke & Herbert (Square)



JAES PTA 2019 Budget/ Accounting Process

- Money is **credited** to the budget line when it's received, and money is **debited** from the budget line when an invoice or reimbursement request is received
- **Money received but not yet deposited is a PENDING DEPOSIT. Money deposited but not yet showing up in the account is an OUTSTANDING DEPOSIT.**
- **Payment that we've recognized the need of is a PENDING Payment. A payment that has had a check written for, but the check doesn't show up as cashed in the account is an OUTSTANDING PAYMENT.**
- Once the deposits and payments show up on the bank statement, they are reconciled. At this point the money in the bank account matches the money in the budget.
- The amount of money in each of these 'pots' is reported monthly at the top of the Treasurer's Activity Report (**Funds to be Deposited, Deposits not yet Posted, Expensed to be Paid, Checks not yet Cashed**, and bank account beginning and end balances).