

TREASURER'S REPORT

Clayton School District PTO Council

August 31, 2023

Proposed budget for this fiscal year (2023-24 school year):

- PTO Council dues remain at \$500 per school PTO
- Deleted funds for Voter's Guide and Speaker Series
- Added funds for Back-School-Bash
- Expect to retrieve \$300 in unclaimed property from the State of Missouri
- Includes online donations to Back-to-School Food & Essentials drive, but this is a pass-through and doesn't impact the PTO Council's budget
- Vote on proposed budget

Reminders for the new school year:

- Update who has access to PTO bank accounts
 - Remove any signatories who are no longer on the PTO board
 - Make sure current board president has access in addition to treasurer(s)
- Other PTO board members can use MoneyMinder for monitoring budgets, checking store sales, managing documents, etc. Ask your school PTO treasurer to set up a "document" level account for you, which will give you read-only access to financial data plus the ability to upload/download documents.

Financial results from last fiscal year (2022-23 school year):

- Annual report (attached) shows net loss of \$1,528.96. This is because two years of MoneyMinder subscriptions hit this budget – one paid in August 2022 for the 2022-23 school year, and one paid July 30, 2023 for the 2023-24 school year. Our MoneyMinder subscription renews on August 1 every year; this year's bill was paid a few days early to avoid an interruption in service.
- Otherwise, annual results were as expected and budgeted.
- Transaction report is also attached.

PTO Council FY 2023

Budget Report

PROPOSED - For discussion and vote at PTO Council meeting on August 31, 2023

Funds available at beginning of financial year (08/01/2023)			\$5,538.31
Contributions/Gifts for PTO	Budgeted Income	Budgeted Expenses	Budget Net
Donations for School PTOs	\$500.00	-\$500.00	-
Donations for PTO Council	\$350.00	-	\$350.00
Contributions/Gifts for PTO Totals	\$850.00	-\$500.00	\$350.00
Food and Essentials Drive for Clayton Schools	Budgeted Income	Budgeted Expenses	Budget Net
Donations for food drive	\$500.00	-\$475.00	\$25.00
Store - Food & Essentials Drive for Clayton Schools Fees	-	-\$25.00	-\$25.00
Food and Essentials Drive for Clayton Schools Totals	\$500.00	-\$500.00	-
Dues from School PTOs	Budgeted Income	Budgeted Expenses	Budget Net
Family Center PTO	\$500.00	-	\$500.00
Captain PTO	\$500.00	-	\$500.00
Glenridge PTO	\$500.00	-	\$500.00
Meramec PTO	\$500.00	-	\$500.00
Wydown PTO	\$500.00	-	\$500.00
CHS PTO	\$500.00	-	\$500.00
Dues from School PTOs Totals	\$3,000.00	-	\$3,000.00
Other Income	Budgeted Income	Budgeted Expenses	Budget Net
Unclaimed Property from State of Missouri	\$300.00	-	\$300.00
Other Income Totals	\$300.00	-	\$300.00
Program Services	Budgeted Income	Budgeted Expenses	Budget Net
Back to School Bash	\$360.00	-\$505.00	-\$145.00
Program Services Totals	\$360.00	-\$505.00	-\$145.00
Administrative Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Accounting Software (MoneyMinder)	-	-\$1,700.00	-\$1,700.00
Accountant Fees for IRS Reporting	-	-\$750.00	-\$750.00
Office Supplies	-	-\$20.00	-\$20.00
Delivery & Postage	-	-\$20.00	-\$20.00
Secretary of State Fees	-	-\$50.00	-\$50.00
Insurance			
Commercial General Liability	-	-\$200.00	-\$200.00
Extended Medical Payments	-	-\$130.00	-\$130.00
Professional Liability (Directors and Officers)	-	-\$80.00	-\$80.00
Fidelity Bond (Crime)	-	-\$150.00	-\$150.00
Insurance Totals	-	-\$560.00	-\$560.00
Administrative Expenses Totals	-	-\$3,100.00	-\$3,100.00

Grand Totals			
	\$5,010.00	-\$4,605.00	\$405.00
Projected bank balance if on budget			\$5,943.31

PTO Council FY 2022

Annual Report

08/01/2022 - 07/31/2023

Contributions/Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AmazonSmile	\$435.60	-	\$435.60	\$350.00	\$85.60
Donations for School PTOs	\$486.20	\$486.20	-	-	-
Donations for PTO Council	\$395.00	-	\$395.00	\$500.00	-\$105.00
Contributions/Gifts Totals	\$1,316.80	-\$486.20	\$830.60	\$850.00	-\$19.40
Dues from School PTOs	Income	Expenses	Year to Date	Net Budget	More/-Less
Family Center PTO	\$500.00	-	\$500.00	\$500.00	-
Captain PTO	\$500.00	-	\$500.00	\$500.00	-
Glenridge PTO	\$500.00	-	\$500.00	\$500.00	-
Meramec PTO	\$500.00	-	\$500.00	\$500.00	-
Wydown PTO	\$500.00	-	\$500.00	\$500.00	-
CHS PTO	\$500.00	-	\$500.00	\$500.00	-
Dues from School PTOs Totals	\$3,000.00	-	\$3,000.00	\$3,000.00	-
Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
Voter Forum & Voter's Guide	-	-	-	-\$100.00	\$100.00
Speaker Series	-	-	-	-\$100.00	\$100.00
Back-to-School Bash on 8/17/23	-	\$127.36	-\$127.36	-	-\$127.36
Program Services Totals	-	-\$127.36	-\$127.36	-\$200.00	\$72.64
Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software					
MoneyMinder	-	\$3,218.13	-\$3,218.13	-\$1,607.00	-\$1,611.13
QuickBooks (3 months)	\$1.42	\$765.10	-\$763.68	-\$750.00	-\$13.68
Accounting Software Totals	\$1.42	-\$3,983.23	-\$3,981.81	-\$2,357.00	-\$1,624.81
Insurance					
Commercial General Liability	-	\$195.00	-\$195.00	-\$195.00	-
Extended Medical Payments	-	\$120.00	-\$120.00	-\$120.00	-
Professional Liability (Directors and Officers)	-	\$75.00	-\$75.00	-\$75.00	-
Fidelity Bond (Crime)	\$40.66	\$140.00	-\$99.34	-\$140.00	\$40.66
Insurance Totals	\$40.66	-\$530.00	-\$489.34	-\$530.00	\$40.66
Accountant Fees for IRS Reporting	-	\$739.80	-\$739.80	-\$700.00	-\$39.80
Secretary of State Fees (Biennial Nonprofit Registration)	-	\$21.25	-\$21.25	-\$23.00	\$1.75
Office Supplies	-	-	-	-\$20.00	\$20.00
Delivery & Postage	-	-	-	-\$20.00	\$20.00
Administrative Expenses Totals	\$42.08	-\$5,274.28	-\$5,232.20	-\$3,650.00	-\$1,582.20
Grand Totals					
	\$4,358.88	-\$5,887.84	-\$1,528.96	-	-\$1,528.96

Bank Account Balances	08/01/2022	07/31/2023	Last reconciled	Summary for the Period	
US Bank Checking	\$7,067.27	\$5,538.31	07/31/2023	Starting Total	\$7,067.27
Totals	\$7,067.27	\$5,538.31		Income	\$4,358.88
				Expenses	-\$5,887.84
				Ending Total	\$5,538.31

Submitted by:
 Name: _____ Signature: _____ Date: _____

All Transactions by Heading and Category Report

08/01/2022 - 07/31/2023

Contributions/Gifts									
Account	Date	Reference		From/To	For		Deposit	Withdrawal	
AmazonSmile									
US Bank Checking	09/02/2022	Deposit		AmazonSmile			\$75.07		
US Bank Checking	11/21/2022	Deposit		AmazonSmile			\$92.18		
US Bank Checking	02/13/2023	Deposit		AmazonSmile			\$116.57		
US Bank Checking	05/04/2023	Deposit		AmazonSmile			\$44.42		
US Bank Checking	05/22/2023	Deposit		AmazonSmile			\$107.36		
AmazonSmile					Net:	\$435.60	Totals:	\$435.60	\$0.00
Donations for School PTOs									
US Bank Checking	10/27/2022	Deposit		Benevity From Benevity. Corporate match from Starbucks. Half for Wydown PTO, half for CHS PTO.			\$97.10		
US Bank Checking	11/01/2022	1189		CHS PTO Distributing CHS PTO's half of Starbucks corporate match received 10/27/22					-\$48.55
US Bank Checking	11/01/2022	1190		Wydown PTO Distributing Wydown PTO's half of Starbucks corporate match received 10/27/22					-\$48.55
US Bank Checking	11/28/2022	Deposit		Benevity For CHS PTO. Donation (\$100) from parent with match (\$100) from T-Mobile, less Benevity fees			\$192.00		
US Bank Checking	12/21/2022	Deposit		Benevity Donation (\$50) from parent and match (\$50) from Pfizer, less Benevity fees. Per Julie Engelhard, parent has children at Meramec and Wydown; will split the donation between those school PTOs.			\$97.10		
US Bank Checking	01/05/2023	1191		CHS PTO Forwarding donation from parent/T-Mobile					-\$192.00
US Bank Checking	01/05/2023	1192		Wydown PTO Forwarding half of donation from parent/Pfizer					-\$48.55
US Bank Checking	01/05/2023	1193		Meramec PTO Forwarding half of donation from parent/Pfizer					-\$48.55
US Bank Checking	02/28/2023	Deposit		Benevity Donation from Microsoft for Meramec PTO			\$50.00		

Contributions/Gifts									
Account	Date	Reference		From/To	For		Deposit	Withdrawal	
US Bank Checking	03/01/2023	Zelle		Meramec PTO Forwarding donation from Microsoft					-\$50.00
US Bank Checking	03/03/2023	1194		Glenridge PTO Forwarding Bayer match for Read-A-Thon donation					-\$50.00
US Bank Checking	03/03/2023	Deposit		YourCause Bayer match for Glenridge PTO Read-A-Thon			\$50.00		
Donations for School PTOs					Net:	\$0.00	Totals:	\$486.20	-\$486.20
Donations for PTO Council									
US Bank Checking	12/12/2022	Deposit		CyberGrants Bank of America donation on behalf of anonymous employee			\$200.00		
US Bank Checking	01/04/2023	Deposit		YourCause Donation from MasterCard on behalf of anonymous employees			\$195.00		
Donations for PTO Council					Net:	\$395.00	Totals:	\$395.00	\$0.00
Contributions/Gifts					Net:	\$830.60	Totals:	\$1,316.80	-\$486.20
Dues from School PTOs									
Account	Date	Reference		From/To	For		Deposit	Withdrawal	
Family Center PTO									
US Bank Checking	10/14/2022	Deposit		Family Center PTO			\$500.00		
Family Center PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
Captain PTO									
US Bank Checking	10/14/2022	Deposit		Captain PTO			\$500.00		
Captain PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
Glenridge PTO									
US Bank Checking	10/14/2022	Deposit		Glenridge PTO			\$500.00		
Glenridge PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
Meramec PTO									
US Bank Checking	10/07/2022	Deposit		Meramec PTO Zelle transfer			\$500.00		
Meramec PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
Wydown PTO									
US Bank Checking	10/14/2022	Deposit		Wydown PTO			\$500.00		
Wydown PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
CHS PTO									
US Bank Checking	11/01/2022	Deposit		CHS PTO			\$500.00		
CHS PTO					Net:	\$500.00	Totals:	\$500.00	\$0.00
Dues from School PTOs					Net:	\$3,000.00	Totals:	\$3,000.00	\$0.00
Program Services									

Account	Date	Reference		From/To	For	Deposit	Withdrawal
Program Services							
Back-to-School Bash on 8/17/23							
US Bank Checking	07/18/2023	Zelle		Jennifer Abeles Reimbursement for yard games for Back-to-School Bash			-\$127.36
Back-to-School Bash on 8/17/23					Net: -\$127.36	Totals: \$0.00	-\$127.36
Program Services					Net: -\$127.36	Totals: \$0.00	-\$127.36
Administrative Expenses							
Account	Date	Reference		From/To	For	Deposit	Withdrawal

Administrative Expenses						
Account	Date	Reference		From/To	For	Deposit Withdrawal
Accounting Software						
Account	Date	Reference		From/To	For	Deposit Withdrawal
MoneyMinder						
US Bank Checking	08/01/2022	1188		MoneyMinder Annual subscription for accounting software		-\$1,607.00
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for Family Center PTO		-\$238.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for Captain PTO		-\$238.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for PTO Council		-\$179.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for Meramec PTO		-\$238.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for Glenridge PTO		-\$238.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for Wydown PTO		-\$238.59
US Bank Checking	07/30/2023	ACH		MoneyMinder Renewal for 2023-24 for CHS PTO		-\$238.59
MoneyMinder					Net: -\$3,218.13	Totals: \$0.00 -\$3,218.13
QuickBooks (3 months)						
US Bank Checking	08/15/2022	Visa		Intuit Quickbooks		-\$240.00
US Bank Checking	09/13/2022	Visa		Intuit QuickBooks		-\$255.00
US Bank Checking	10/13/2022	Visa		Intuit QuickBooks		-\$255.00
US Bank Checking	11/14/2022	Visa		Intuit QuickBooks		-\$15.10
US Bank Checking	12/13/2022	Deposit		Intuit QuickBooks Refund after cancelling Captain PTO's QuickBooks subscription		\$1.42
QuickBooks (3 months)					Net: -\$763.68	Totals: \$1.42 -\$765.10
Accounting Software					Net: -\$3,981.81	Totals: \$1.42 -\$3,983.23

Administrative Expenses							
Account	Date	Reference		From/To	For	Deposit	Withdrawal
Insurance							
Account	Date	Reference		From/To	For	Deposit	Withdrawal
Commercial General Liability							
US Bank Checking	02/15/2023	Visa		Association Insurance Management Policy renewal for April 5, 2023 to April 5, 2024			-\$195.00
Commercial General Liability					Net:	-\$195.00	Totals: \$0.00 -\$195.00
Extended Medical Payments							
US Bank Checking	02/15/2023	Visa		Association Insurance Management Policy renewal for April 5, 2023 to April 5, 2024			-\$120.00
Extended Medical Payments					Net:	-\$120.00	Totals: \$0.00 -\$120.00
Professional Liability (Directors and Officers)							
US Bank Checking	02/15/2023	Visa		Association Insurance Management Policy renewal for April 5, 2023 to April 5, 2024			-\$75.00
Professional Liability (Directors and Officers)					Net:	-\$75.00	Totals: \$0.00 -\$75.00
Fidelity Bond (Crime)							
US Bank Checking	08/04/2022	Deposit		Association Insurance Management Paid \$140 on July 21 to Association Insurance Management (AIM) for 1 year of Fidelity Bond coverage. AIM prorated the cost so all of our insurance policies terminate on April 5, 2023, and processed a credit for us.		\$40.66	
US Bank Checking	02/15/2023	Visa		Association Insurance Management Policy renewal for April 5, 2023 to April 5, 2024			-\$140.00
Fidelity Bond (Crime)					Net:	-\$99.34	Totals: \$40.66 -\$140.00
Insurance					Net:	-\$489.34	Totals: \$40.66 -\$530.00
Accountant Fees for IRS Reporting							
US Bank Checking	07/13/2023	1195		Clayton School District Reimbursing Clayton School District for payment made to accounting firm KEB for PTO Council's IRS filing			-\$739.80
Accountant Fees for IRS Reporting					Net:	-\$739.80	Totals: \$0.00 -\$739.80
Secretary of State Fees (Biennial Nonprofit Registration)							

Administrative Expenses							
Account	Date	Reference	🔗	From/To	For	Deposit	Withdrawal
US Bank Checking	08/18/2022	Visa	🔗	Missouri Secretary of State Biennial nonprofit registration fee for PTO Council			-\$21.25
Secretary of State Fees (Biennial Nonprofit Registration)					Net: -\$21.25	Totals: \$0.00	-\$21.25
Administrative Expenses					Net: -\$5,232.20	Totals: \$42.08	-\$5,274.28
Grand Totals					Net: -\$1,528.96	Totals: \$4,358.88	-\$5,887.84