

July 11, 2021

BRYANT PTSA 2020-2021 YEAR-END REPORT

SUMMARY

This report is to be used in conjunction with Bryant PTSA Budget End of June 2021 Spreadsheet.

This document contains two main sections:

- 2020-2021 PTSA General Budget Report
- 2020-2021 Restricted Accounts Report
- 2020-2021 End of Year Cash Schedule
- 2020-2021 End of Year Balance Sheet

2020-2021 PTSA GENERAL BUDGET REPORT

OVERVIEW

Total income:

Projection \$284,563, Actual \$278,296

Total Expenses:

Projection \$284,563, Actual \$203,105

Carryover for 2021-22: \$75,191

INCOME

Table 1 below shows projected and actual income for fiscal year 2020-2021. Annual Campaign, Silent Auction and Blast were fundraisers conducted in school year 2019-2020. Traditionally those three fundraisers are done with income designated for the following school year.

The actual income is less than projection across all sources except Scrip/Amazon/PCC. PCC donation is the last Scrip payment from PCC, the program is discontinued from PCC end of 2020. In addition, we have consistently raised less than expected in instrumental music fund solicitation from participating families. As a result, the budget for next fiscal year (2021-2022) is projected to be \$8,000 instead of \$12,000.

Two income sources with deficits:

Blast:

Gambling license we paid in 2019-20 with the expectation of having Blast in May 2020. Blast was cancelled due to school moving to remote since February 2020.

Yearbook 2019:

Yearbook was over-ordered by 100 copies. Due to building shutdown, we had lost about 100 students. In addition, it was difficult to sell 2019-2020 yearbooks during shutdown.

Table 1 2020-21 Projected and Actual Income

Source	Projection	Actual
Annual Campaign	\$ 184,000	\$ 182,852
PY Carry Over	\$ 54,942	\$ 54,942
Silent Auction	\$ 30,471	\$ 30,287
Blast	\$ -	\$ (65)
Instr. Music Donations	\$ 12,000	\$ 8,045
*Scrip/Amazon/PCC (net)	\$ 1,500	\$ 2,486
**Other Income	\$ 1,500	\$ (427)
Interest	\$ 150	\$ 176
Total	\$ 284,563	\$ 278,296

* \$634.33 Amazon + \$1620 PCC + 24.32 eScrip + 33.10 boxtop

**Other Income: Membership (\$78.50), Spirit Wear (\$857.17) and Yearbook Sales (-\$1,362.34).

The pie chart below shows income sources by percentage. Comparing to previous years, we are missing incoming sources from Blast Raffle Basket, which makes up about 5% of our income sources.

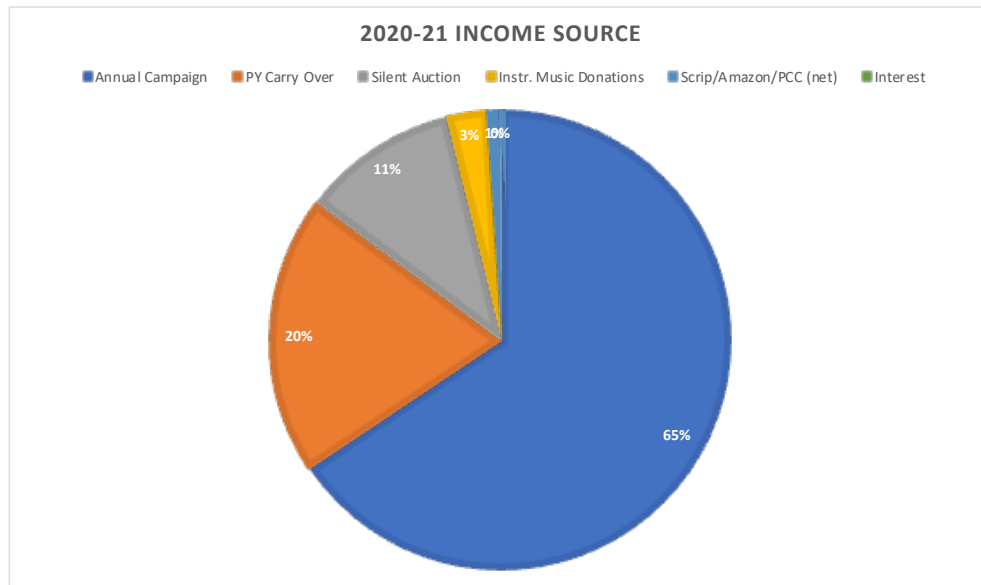


Figure 1 2020-2021 Income Sources (%)

EXPENSES

Table 2 below shows summary of category spending for fiscal year 2020-2021. We have underspent in most of the categories due to school in remote / hybrid model. This allows us to have \$71,591 Carry over to help with our next fiscal year's budget. 83% of our actual expenses this year is for Staff Wages, as showed in Figure 2.

Table 2 2020-2021 Expense Summary

Expenses	Projection	Actual
Staff Wages	\$ 223,550	\$ 168,822
Curricular Materials	\$ 30,956	\$ 9,528
Extracurricular	\$ 22,270	\$ 20,549
Administrative	\$ 4,508	\$ 3,187
Unallocated + PY Expenses	\$ 3,279	\$ 1,019
Total	\$ 284,563	\$ 203,105

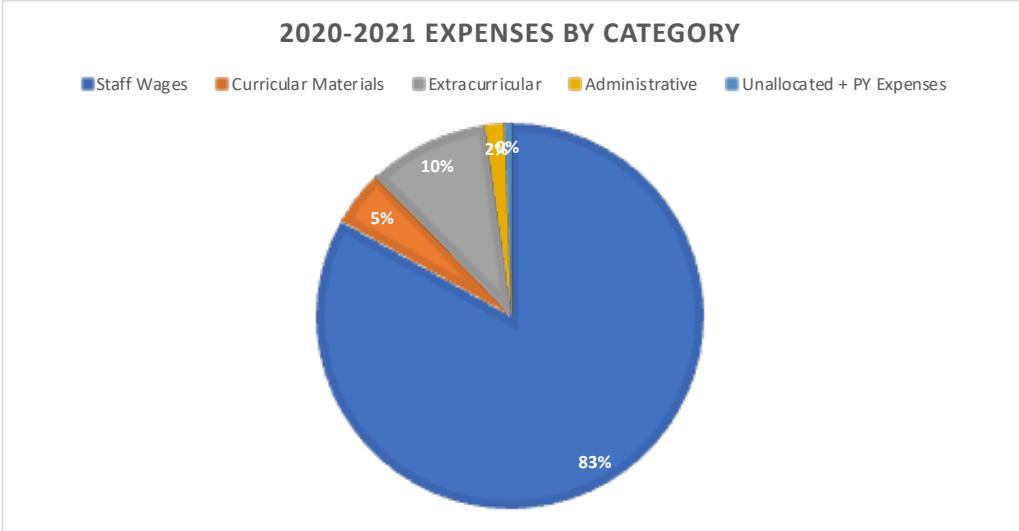


Figure 2 2020-2021 Expense by Category (%)

STAFF WAGES

83 % of 2020-2021 expenses went to various staff positions Bryant PTSA sponsors. Table 3 below shows the breakdown of staff wages.

The actual spending includes an estimated prepayment for 2020-2021 Q4 invoice, so the ‘actual’ number is the expenditure of Q1-Q3, with Q4 being a rough estimate. SPS does not send us the Q4 invoice until October of 2021. And we should expend some refund from the estimated Q4 payment.

Pandemic Trauma Support, AIR (Artist in Residence), Recess Supervision and Sub Time PCP were not utilized this fiscal year, due to remote and hybrid nature of the school year. The community volunteer coordinator departed Bryant at the end of calendar year 2020, and there was no need to hire a replacement.

Instrumental Music Salary is \$4,480 over budget, this should have been address with SPS and the building. Unfortunately, the check was sent before this was caught. The actual salary for instrumental music maybe higher, since \$22,909 contains only Q1-Q3 invoiced amount. For the next year’s budget, instrumental music projection remains the same and should be revisited so we are not underbudget next year.

Table 3 2020-2021 Staff Wages Expense

Expenses	Projection		Actual
Reading Specialist (0.4 FTE)	\$	58,762	\$ 58,761
Pandemic Trauma Support (0.2 FTE)	\$	29,485	\$ -
Tech Lab / library Support (0.45 FTE)	\$	41,085	\$ 41,085
Recess Supervision	\$	-	\$ -
Tutoring Support	\$	39,979	\$ 29,127
Instr. Music (0.2 FTE)	\$	18,429	\$ 22,909
AIR	\$	8,500	\$ -
Sub Time	\$	13,750	\$ 13,750
Community Volunteer Coord.	\$	11,635	\$ 3,190
Sub Time PCP	\$	1,925	\$ -
Total	\$	223,550	\$ 168,822

CURRICULUM MATERIALS

Most of curriculum materials PTSA provided in the past were not utilized this year due to remote schooling. See Table 4 below for details.

Social Emotional Support was a split from the original 0.4 FTE for Pandemic Trauma Support. The intent was to provide funding for any social emotional needs during hybrid learning. It remained un-utilized.

Classroom fund (aka Field Trips, Classroom Materials & Support) was re-instated after hybrid schooling, \$200 per classroom for 24 classrooms. The fund was lightly utilized.

Classroom Supplies are teachers' grant checks Bryant PTSA issued at the beginning of every school year. This year it was up to \$175 based on FTE.

Table 4 2020-2021 Curriculums Materials Expenses

Expenses	Projection		Actual
Field Trips, Classroom Materials, Support	\$	4,800	\$ 788
Classroom Supplies	\$	6,100	\$ 5,723
5th Grade Camp	\$	-	\$ -
Classroom Software	\$	3,500	\$ 1,979
Recorder Program (LinkUp)	\$	-	\$ -
Instrument Maintenance	\$	-	\$ -
Music Supplies	\$	-	\$ -
PE Supplies	\$	-	\$ -
AIR Supplies	\$	856	\$ 856
Book It	\$	-	\$ -
CPR Training	\$	-	\$ -
Assemblies	\$	-	\$ -
Other Tech equip/services	\$	400	\$ 130
Field Day	\$	-	\$ -
Emergency Preparedness	\$	-	\$ -
Nursing/OTPT/SLP	\$	-	\$ -
Patrol Equipment & Recognition	\$	-	\$ -
Library Materials	\$	100	\$ 51
Social Emotional Supports	\$	15,200	\$ -
Total	\$	30,956	\$ 9,528

EXTRACURRICULAR

Like Curriculum Materials, most of the program and services in this category were not relevant this year due to remote schooling. See Table 5 below for details.

The major spending is Families in Need (FIN) program. We have expanded the program this year from \$10,000 to \$17,100 due to increased needs. Another increase is Staff Appreciation (From \$500 to \$1130), this is due to the difficulties to request funding and goods (such as homemade goods) from parents for staff appreciation.

Table 5 2020-2021 Extracurricular Expense

Expenses	Projection	Actual
Families in Need	\$ 17,100	\$ 17,100
Grade Level Community Building Grants	\$ -	\$ -
Read-a-thon Sponsorship	\$ 720	\$ 720
Social Engagement	\$ 1,000	\$ 533
Bryant Forums	\$ 1,000	\$ 1,000
Movie Licence	\$ -	\$ -
Art Docent Supplies	\$ -	\$ -
Art Night	\$ -	\$ -
Science Fair Coordination	\$ -	\$ -
Science Fair Supplies	\$ -	\$ -
Science Fair Background Checks	\$ -	\$ -
Legislative Advocacy	\$ 500	\$ -
PTSA staff appreciation	\$ 1,160	\$ 1,130
Volunteer Recognition	\$ 350	\$ 66
Departing Teacher/Staff Recognition	\$ 150	\$ -
PTSA Discretionary Fund	\$ 90	\$ -
Learning Landscapes/Garden Buddies	\$ 200	\$ -
Salmon in Schools Friends of the Fishery Donation	\$ -	\$ -
Reflections	\$ -	\$ -
Total	\$ 22,270	\$ 20,549

ADMINISTRATIVE

This category contains PTSA business expenses. For the most part the expense remains stable. Credit card software is the monthly fee for GivingFuel. This is yet to be reimbursed to the parent and should be accounted for next year as part of Prior Year Expenses, the fund should come out of unallocated from next year.

The cost of PO Box renewal has increased, as well as expenses to print checks (printer ink reimbursement).

Gambling license for Raffle basket was left to expire in September 2020. If Bryant PTSA is to do Blast next fiscal year (2021-2022), the gambling license should be re-apply before September 2021 online. Washington State Gambling Commission keep record up to one year. After September 2021, it will require re-sending various documentation to WSGC and will take a longer time.

Table 6 2020-2021 Administrative Expense

Expenses	Projection	Actual
Software /QB/Website	\$ 2,000	\$ 1,772
Insurance	\$ 500	\$ 495
Accounting services	\$ -	\$ -
Credit card software	\$ 708	\$ -
Constant Contact Subscription	\$ 450	\$ 463
Licenses & Registrations	\$ 400	\$ 106
School Phone Book	\$ -	\$ -
Office Supplies/Po Box	\$ 200	\$ 312
Bank Fees/NSF Charges/Credit card	\$ 100	\$ 17
Postage	\$ 100	\$ 22
Check Supply	\$ 50	\$ -
Total	\$ 4,508	\$ 3,187

UNALLOCATED + PRIOR YEAR EXPENSES

\$519 was spent for prior year expenses, a \$500 check was issued to D7 School Fundraising from unallocated.

BUDGET MODIFICATIONS

For fiscal year 2020-2021:

- Unallocated
 - Increased from \$5376 to \$12605 from SPS refund and building splitting 2019-20 Q4 expenses with us.
 - Reallocated \$7100 to increase Families in Need (FIN) budget from \$10,000 to \$17,100.
 - Reallocated \$1000 to cover QuickBooks software annual cost.
 - Reallocated \$720 to sponsor Bryant Read-a-Thon.
 - Reallocated \$500 to sponsor D7 School Fundraiser.
 - Reallocated \$350 to increase Staff Appreciation.
 - Reallocated \$156 to cover AIR supplies from previous year.
- Classroom Fund: re-instated (\$200 x 24 classroom) after hybrid school, reallocated from the unspent pandemic social emotional support.
- Discretionary Fund: reallocate \$310 from \$400 to Staff Appreciation.

2020-2021 RESTRICTED ACCOUNTS

The table below listed restricted account beginning and ending balances for fiscal year 2020-2021.

Table 7 2020-2021 Restricted Account Summary

Restricted Account	End of 2019-2020 Balance (\$)	2020-2021 Activities (\$)	End of 2021-2022 Balance (\$)
R.E. 4th Grade Math Club	79.85	-	79.85
R.E. 5th Grade 2019	-	-	-
R.E. 5th Grade 2020	-	-	-
R.E. 5th Grade 2021	4,483.14	(1,436.32)	-
R.E. 5th Grade 2022	115.00	(267.59)	2,894.23
R.E. Chess Club	11,777.30	-	11,777.30
R.E. Choir	1,296.40	-	1,296.40
R.E. Computer Replacement Fund	824.00	-	824.00
R.E. Cyber Kids	1,923.31	-	1,923.31
R.E. Drama/School Play	20,027.45	(1,465.35)	18,562.10
R.E. Equity	-	410.10	410.10
R.E. Graphic Novels Club	839.84	-	839.84
R.E. Handbell	2,195.98	-	2,195.98
R.E. HIP	5,568.37	4,840.00	728.37
R.E. Library Author Visit fund	5,420.54	-	5,420.54
R.E. Library Fundraising	20,778.58	(1,634.26)	19,144.32
R.E. Library Materials Replacement	83.69	-	83.69
R.E. Playground Renovation	1,026.93	-	1,026.93
R.E. Running Club	485.71	-	485.71
R.E. School Supplies	2,047.80	(1,821.20)	226.60
R.E. Social Committee	947.66	(921.00)	26.66
R.E. Walk to School	1,101.19	(849.47)	251.72
R.E. Windermere Funds	1,922.16	3,747.50	5,669.66
TOTAL	82,944.90		73,867.31

2020-2021 YEAR-END CASH SCHEDULE

<i>Bryant Elementary PTSA Cash Schedule</i>	
	2021-06-30
Bank balances:	
Bank of America Checking	\$ 12,217
Bank of America Savings	377,718
Bank of America Sweep	7,620
Total Cash in Bank	\$ 397,554
Difference due to timing of uncleared items	(39,014)
Per Quickbooks	\$ 358,540
Breakout of balances:	
2020-2021 Estimated expenses remaining	\$ -
(2020-2021 Cash still expected to receive)	-
2021-2022 Annual Campaign (Next year)	125,091
Budget Reserve (1/3 of \$250k annual budget)	82,500
Reserve held for clubs & PTSA Dues pass through	73,867
Surplus	\$ 77,082
	\$ 358,540

2020-2021 YEAR-END BALANCE SHEET

Bryant Elementary PTSA

Balance Sheet

As of June 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Home Street - checking	0.00
PTSA Gen'l Checking	-26,797.50
PTSA Gen'l Savings (531 acct)	377,717.96
PTSA Gen'l Sweep	7,619.71
	<hr/>
	\$
Total Bank Accounts	358,540.17
Accounts Receivable	
1200 Accounts Receivable	0.00
	<hr/>
	\$
Total Accounts Receivable	0.00
Other Current Assets	
1499 Undeposited Funds	0.00
Allowance for Bad Debt	0.00
Inventory Asset	570.00
Petty Cash	39.00
Scrip Inventory at Cost	650.00
Uncategorized Asset	-1,928.64
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	-\$
Total Other Current Assets	669.64
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	\$
Total Current Assets	357,870.53
Fixed Assets	
Accumulated Depreciation	-5,621.00
Machinery & Equipment	7,152.74
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	\$
Total Fixed Assets	1,531.74
	<hr/>
	\$
TOTAL ASSETS	359,402.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	

2000 Accounts Payable	0.00
	\$
Total Accounts Payable	0.00
	\$
Total Current Liabilities	0.00
	\$
Total Liabilities	0.00
Equity	
3000 Opening Bal Equity	0.00
33% Budget Reserve (Gen'l Acct)	82,500.00
3900 Retained Earnings	274,515.07
Music Link Up	0.00
R.E. 4th Grade Math Club	79.85
R.E. 5th Grade 2019	0.00
R.E. 5th Grade 2020	0.00
R.E. 5th Grade 2021	0.00
R.E. 5th Grade 2022	2,894.23
R.E. Chess Club	11,777.30
R.E. Choir	1,296.40
R.E. Computer Replacement Fund	824.00
R.E. Cyber Kids	1,923.31
R.E. Drama/School Play	18,562.10
R.E. Equity Team	410.10
R.E. Graphic Novels Club	839.84
R.E. Handbell	2,195.98
R.E. HIP	728.37
R.E. Library Author Visit fund	5,420.54
R.E. Library Fundraising	19,144.32
R.E. Library Materials Replacement	83.69
R.E. Playground Renovation	1,026.93
R.E. Running Club	485.71
R.E. School Supplies	226.60
R.E. Social Committee	26.66
R.E. Walk to School	251.72
R.E. Windermere Funds	5,669.66
Net Income	-71,480.11
	\$
Total Equity	359,402.27
	\$
TOTAL LIABILITIES AND EQUITY	359,402.27

