

**PTSA Board of Directors Meeting**

*October 17, 2013*

Roy Captain called the meeting to order at 6:37 pm

Small number of items to cover today.

President has nothing to report. Please remember that we would like to get reports by Monday before the Thursday meeting.

Treasurer's report: 2012-2013 books have not yet been audited.

Outreach Report: Went to fair at school district level. Audubon showed up well at the district level.

Earthquake drill today, October 17. Planning drill for early release with parent volunteers.

Staff appreciation was today, October 17. Butternut squash soup. Scholarship basket theme this year is the Best of Redmond.

Parking lot helpers going fine, we have a couple of new volunteers so a full crew.

Fundraising Report: Changes in the eScrip program. First, everyone has to reenroll. Second, eScrip no longer accepting payments made with a credit card at Safeway. Andria Quarry reviewing changes. Very few places seem to do eScrip. Researching whether the program still worth the effort.

Principal's Report: Thank you for lunch!

Found a great solution for blocking windows during lockdown – have inexpensive way of mounting paper, but would be even better with cloth.

Ways and Means: Still no one has agreed to be chair of the committee. Teachers asking to apply for EZ Grants as soon as possible. Running club, intramural sports, etc.

Meeting adjourned at 6:57 pm

**Appendix A: Treasurer's Report**  
**Treasurer: Mindy Lincicome**

**Net YTD Cash In/(Out): \$ 10,140.73**

Cash In: \$ 64,662.11

Cash out: \$ 54,521.38

**FY Beginning Cash Balance: \$ 88,731.09**

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

**FYTD Ending Cash Balance: \$ 98,871.82**

Undesignated cash: \$ 74,867.39

Designated cash: \$ 24,004.43

**Items of Note:**

- A Financial Review still needs to be conducted for the FY2013 books. This committee needs to consist of 2-3 people that did not have signature authority on the accounts last year.
- The "total balance per bank" in the chart below is \$104,612.79...not sure why it came through as ##.
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**Detailed report of year-to-date activity:**

<b>For the Period of: July 1, 2013 thru September 30, 2013</b>					
	<b>(CASH OUT) / CASH IN</b>				
	<b>ACTUAL IN</b>	<b>ACTUAL OUT</b>	<b>NET</b>	<b>BUDGET</b>	<b>\$'s REMAINING</b>
<b>Fundraising</b>					
"Back To School" Donation Campaign	\$ 12,053.98	\$ -	\$ 12,053.98	\$ 14,000.00	\$ (1,946.02)
Corporate Matching	\$ 955.00	\$ -	\$ 955.00	\$ 7,500.00	\$ (6,545.00)
Volunteer Hours Corporate Cash	\$ 3,264.00	\$ -	\$ 3,264.00	\$ 2,000.00	\$ 1,264.00
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 350.89	\$ -	\$ 350.89	\$ 1,750.00	\$ (1,399.11)
E-Scrip program	\$ 453.11	\$ -	\$ 453.11	\$ 2,000.00	\$ (1,546.89)
Audubon Family Dinner Nights	\$ 148.46	\$ -	\$ 148.46	\$ 750.00	\$ (601.54)
Photo Fundraiser Service Agreement	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Spring Jogathon	\$ 4,506.00	\$ -	\$ 4,506.00	\$ 17,500.00	\$ (12,994.00)
Original Works Income	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Other Fundraising Income	\$ 22.41	\$ -	\$ 22.41	\$ -	\$ 22.41
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
<b>SUBTOTAL</b>	<b>\$ 21,753.85</b>	<b>\$ -</b>	<b>\$ 21,753.85</b>	<b>\$ 47,200.00</b>	<b>\$ (25,446.15)</b>
<b>Operations</b>					
PTSA Membership Dues	\$ 5,757.26	\$ -	\$ 5,757.26	\$ 1,800.00	\$ 3,957.26
Interest Earnings	\$ 1.25	\$ -	\$ 1.25	\$ 10.00	\$ (8.75)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (9.00)	\$ (9.00)	\$ (200.00)	\$ 191.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ -	\$ -
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
Council Training Fees	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Liability Insurance Premium	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
LWSD Levy Fund Contribution	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
State PTA Convention Registration	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Supplies & Materials & Postage	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
LW PTSA Scholarship Basket	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
General Meeting expenses	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
<b>SUBTOTAL</b>	<b>\$ 5,758.51</b>	<b>\$ (109.00)</b>	<b>\$ 5,649.51</b>	<b>\$ (1,510.00)</b>	<b>\$ 7,159.51</b>

**AUDUBON PTSA - FINANCIAL STATEMENT DETAIL**  
**For the Period of: July 1, 2013 thru September 30, 2013**

	(CASH OUT) / CASH IN				
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
<b>Student Support/Enrichment/Education</b>					
Extended Classes	\$ 36,832.65	\$ -	\$ 36,832.65	\$ 1,000.00	\$ 35,832.65
Assemblies	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Classroom Enrichment	\$ -	\$ (252.60)	\$ (252.60)	\$ (15,000.00)	\$ 14,747.40
Academic Enrichment (EZ Grants)	\$ -	\$ -	\$ -	\$ (5,000.00)	\$ 5,000.00
Playground Designated Fund Contribution	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
5th Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
4th Grade Level Learning Experience	\$ 300.00	\$ -	\$ 300.00	\$ (1,500.00)	\$ 1,800.00
3rd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
2nd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Kindergarten Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Cooperative Learning Experience	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Art Docent Fees & Supplies	\$ -	\$ -	\$ -	\$ (3,000.00)	\$ 3,000.00
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
IXL Schoolwide Subscription	\$ -	\$ (2,680.00)	\$ (2,680.00)	\$ (2,500.00)	\$ (180.00)
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Morning Valet Program	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Math Challenges	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
<b>SUBTOTAL</b>	<b>\$ 37,132.65</b>	<b>\$ (2,932.60)</b>	<b>\$ 34,200.05</b>	<b>\$ (43,550.00)</b>	<b>\$ 77,750.05</b>
<b>Community/Volunteer Involvement &amp; Education</b>					
Family Night -- Skate King	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Family Night -- Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Family Night -- Math/Game Nights	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Yearbook	\$ 17.10	\$ -	\$ 17.10	\$ 500.00	\$ (482.90)
AE Staff Appreciation Food & Events	\$ -	\$ (626.62)	\$ (626.62)	\$ (2,000.00)	\$ 1,373.38
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (175.00)	\$ 175.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Spring Field Day	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
<b>SUBTOTAL</b>	<b>\$ 17.10</b>	<b>\$ (626.62)</b>	<b>\$ (609.52)</b>	<b>\$ (3,225.00)</b>	<b>\$ 2,615.48</b>
<b>Parent Involvement/Education</b>					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ (215.36)	\$ (215.36)	\$ (500.00)	\$ 284.64
Owl Outreach	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
PTSA Welcome Coffee	\$ -	\$ (137.80)	\$ (137.80)	\$ (150.00)	\$ 12.20
PTSA-AE Student Directory Production	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ (353.16)</b>	<b>\$ (353.16)</b>	<b>\$ (2,250.00)</b>	<b>\$ 1,896.84</b>
<b>GRAND TOTAL UNDESIGNATED CASH FLOWS</b>	<b>\$ 64,662.11</b>	<b>\$ (4,021.38)</b>	<b>\$ 60,640.73</b>	<b>\$ (3,335.00)</b>	<b>\$ 63,975.73</b>

**UNDESIGNATED CASH START OF YEAR: \$ 14,226.66**  
**CHANGE IN UNDESIGNATED CASH: \$ 60,640.73**  
**UNDESIGNATED CASH END OF PERIOD: \$ 74,867.39**

**FY14 PLA**  
  
**FYE BAL, F**

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
<b>Designated Funds</b>					
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ -	\$ -	\$ 329.43	\$ 329.43
FY13 Playground Equipment	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,000.00	\$ 9,500.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ (50,500.00)</b>	<b>\$ (50,500.00)</b>	<b>\$ 60,329.43</b>	<b>\$ 9,829.43</b>
<b>Operating Reserve</b>					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,175.00</b>	<b>\$ 14,175.00</b>
<b>ND TOTAL DESIGNATED CASH FLOWS/BALANCES</b>	<b>\$ -</b>	<b>\$ (50,500.00)</b>	<b>\$ (50,500.00)</b>	<b>\$ 74,504.43</b>	<b>\$ 24,004.43</b>

**TOAL CASH END OF REPORTING PERIOD: \$ 98,871.82**  
 DDA Acct \$ 79,813.20  
 MRS 9407 \$ 6,175.23  
 MRS 1407 \$ 18,624.36

**TOTAL BALANCE PER BANK: #####**  
 Outstanding Deposits-Undesignated: \$ -  
 Outstanding Checks-Undesignated: \$ (5,740.97)  
 Outstanding Deposits-Designated: \$ -  
 Outstanding Checks-Designated: \$ -

**TOTAL BALANCE PER BANK, ADJUSTED: \$ 98,871.82**  
**DIFFERENCE: \$ -**

## **Appendix B: Communications**

VP: Chandana Surlu

I attended a talk and training session held by the Communications Coordinator, LWSD. It turns out that PTSA can have access to adding events to the Tandem Calendar so long as the Principal is ok with that. On Oct 3rd, we had a Volunteer Training Session that was attended by about 13 volunteers. On Oct 9th, we had a "Training" Session for board members and chairs. That was well attended as well.

**Directory** from the chair Claire Gajary:

The directories were distributed on Oct 7th! Due to a software glitch, the last 2 pages were not included in the printed directory. These were printed and distributed as a supplement. Thanks to Beth Benincasa for distributing both.

**eNews** from the chair Khris Schaffner:

Sending eNews every week. Having the eNews sign up at the Curriculum Night was a big plus. We added 59 new eNews subscribers from these sign ups. We are currently at 643 subscribers! And a greater % are reading it too! Submissions have been on time lately.

**Website** from the chair Chitra Ramaswamy:

Website is up to date. The Original Works page is up and ready to go as is the Math Challenge page.

## **Appendix C: Events**

VPs: Priya Satishbabu

Coming up Oct 24th, Thursday, 6:30-8 pm is the **International Math and Games Night**, chaired by Beate Kruger and Shannon Marra. Both are doing an awesome job organizing the event. We have 6 country tables and 7 Math stations (chess, puzzle, floor trivia, memory challenge...). She is also working with the 5th grade teachers to get student volunteers as well.

Do join us for some great family "Math" fun!

## **Appendix D: Outreach**

VPs: Khris Schaffner and Linda Lindsay

1) Set up tables for the PTSA Council Outreach Fair on Thursday, October 3, 2013. Attendees Khris, Linda, Chandana, Roy, Denise, Kim

2) Volunteer lists have gone out for about 1/2 the 2013/2014 events. The remainder will go out this month. Chandana has been very helpful proofing the list prior to the directory being distributed.

3) Located support for new Russian speaking family.

**Appendix E: Fundraising**  
VPs: Zoe Li and Denise Ferguson

**Fundraising at a glance**

	2013-2014 Budget	As of Oct. 17, 2013	As of Dec. 31, 2013*
PTSA Donations	14,000	12,672.38	12,672.38
Corporate Matching	6,500	100	4,095
Volunteer Time Matching	2,000	3,264	3,264.00
BoxTops	500	0	285.00
Amazon	1,750	350.89	820.64
eScrip	2,000	452.11	835.21**
Audubon Family Dinner Nights	750	148.46	148.46
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	5,411	5,411
Original Works	500	0	0
Everything Party (Other)	0	0	0
Smith Brothers (Other)	0	0	0
Fundraising Expenses	(300)	(0)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(0)

\* This should be in the PTSA account by December 31, 2013.

\*\*This amount should be in the PTSA account by June 2014.

**PTSA Donations & Corporate Matching**

**Volunteer Time Matching**

Audubon PTSA receives \$17 for every hour MS employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 10 hours must be accumulated before Microsoft will generate the 1st check to Audubon PTSA. **Please encourage all the MS employees you know that support PTSA to log their hours.**

**Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let us know at (fundraising@audubonpta.org) and we'll follow up with them on reporting these hours.**

**Membership report: Beth Benincasa, Membership Chair**

We are up to 494 members. Directories (and supplemental pages; a software glitch caused a few names toward the end of the alphabet to be omitted from the directory) have been distributed to all members as of Oct 12.

**Box Tops & Labels for Education: Colleen Kroeger, Box Tops & Labels Chair**

Labels for Education points: 7,421 (as of July 31, 2013)

Box Tops: Colleen submitted 950 box tops this summer from the spring 2013 classroom collections, which translates to \$95. There is now a balance of \$190 from the 2012-13 school year, so Audubon will be receiving a check for \$285 in mid-December. Audubon will receive another check in mid-April based on fall 2013 collections.

**Amazon**

Audubon PTSA's link for amazon.com is on the home page of the PTSA website and on the Smart Shopping page.

**eScrip report: Andria Quarry, eScrip Chair**

Subscribers have been notified that they need to renew.

**Audubon Family Dinner Nights: Denise Ferguson, interim chair**

There is no AFDN scheduled for November, as this is a very busy time for parents and the PTSA. The next AFDN is scheduled for Monday, December 9, at Pallino in Redmond Town Center.

We are still looking for someone to (co-)chair this position.

**Jog-A-Thon: Chandana Surlu, Zoe Li, Denise Ferguson, co-chairs**

The Jog-a-thon date is possibly tentative. The 4th grade Pioneer Farms field trip may be on this date. We'll need to talk to Mrs. Belshaw about this date.

**Original Works: Zoe Li and Denise Ferguson, co-chairs**

Everything is scheduled with Original Works. The in-school art day will be on Wednesday, November 6.

**EverythingParty**

Anytime you visit the store, tell the store cashier that you want the 10% for the school donation program to go to Audubon Elementary.

**Smith Brothers**

Audubon PTSA will receive \$20 for every new Audubon family who signs up for weekly delivery. This is an ongoing promotion. Directions and link are on the Smart Shopping page of the Audubon PTSA website.