

**Natoma Station Education Foundation (NSEF PTO)**

**Annual Treasurer's Report  
2019-20 School Year**



**Natoma Station Elementary  
500 Turn Pike Drive  
Folsom, CA 95630**

**Prepared by Melody Benavides, PTO Treasurer**

The Natoma Station Education Foundation (NSEF) Parent Teacher Organization (PTO) provides this annual report to the PTO to ensure transparency of the organization financial activities. The organization has one bank account which is jointly managed by the appointed president and treasurer. For school year 2020-21 the president position was filled by Shannon Todd and the treasurer position was filled by Holly Lamb till December 2019. Melody Benavides assumed the Treasurer position in January 2020.

The following table provides the organization financial position at the start of the school year and end of school year.

**Table 1**

**Safe Credit Union Financial Reporting**

Beginning NSEF PTO Bank Balance	\$8,239.59
Deposits (08/01/19 - 07/31/20)	\$30,611.10
Withdrawals (08/01/19 – 07/31/20)	<u>(\$17,072.19)</u>
<b>Ending NSEF PTO Bank Balance as of 07/31/20</b>	<b>\$21,778.50</b>

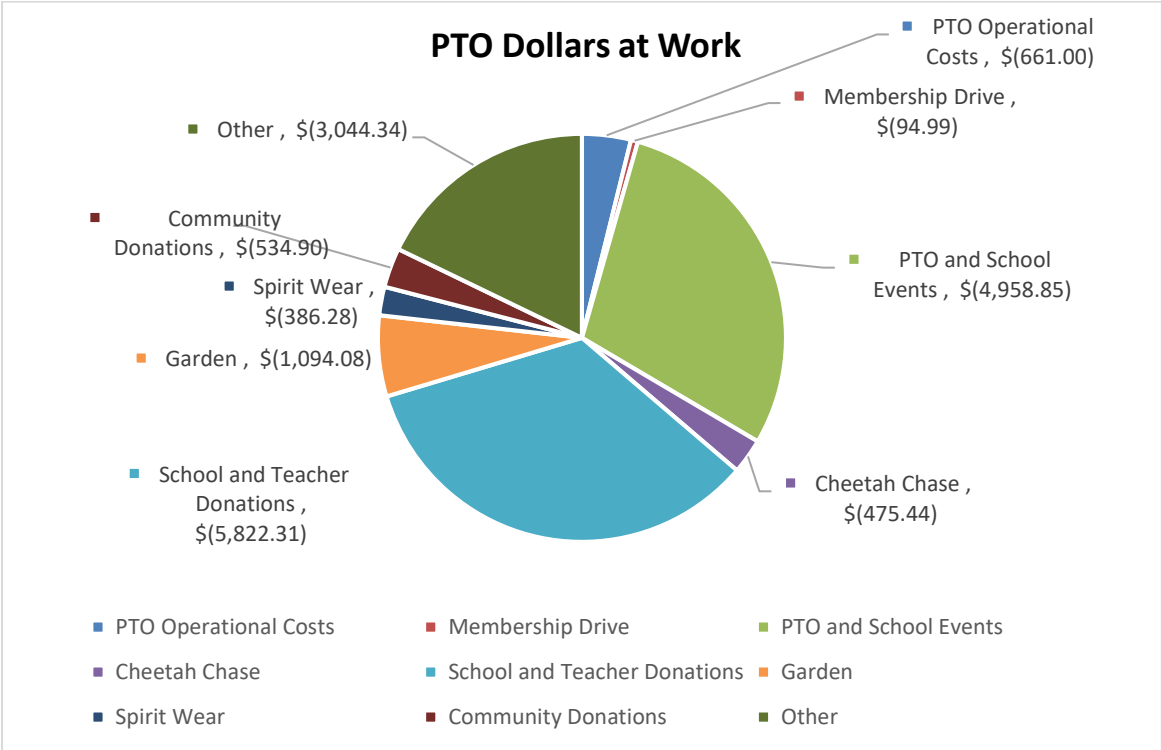
The final Profit and Loss Report for 2019-20 is provided in **Appendix A**. The Profit and Loss Report provides specific details of budgeted expenses and fundraising activities for the organization. A detailed report of the specific deposits and withdrawals that were made through the school year is provided in **Appendix B**.

The final PTO budget for 2019-20 totaled \$24,162.63. The actual costs came in under budget totaling \$16,987.19. Several budgeted expenses were cancelled due to the closure of the school from March to May due to the COVID-19 pandemic. Events were cancelled to comply with the Governor’s shelter in place order and plans to reduce the spread of COVID-19. The detailed budget to actuals report is provided in **Appendix C**.

# Dollars at Work

During school year 2019-20 the NSEF PTO spent \$16,987.19 on PTO approved items that benefited the students and staff. All expenses are budgeted and approved by both the appointed president and treasurer using hard copy expense forms. Graph 1 below details how PTO funds were spent in FY 2019-20.

**Graph 1**



Category Other represents amounts paid out the account for the 5<sup>th</sup> grade See’s candy fundraiser costs and Marin Headlands trip costs. Other also was used for purchases which were later refunded.

The NSEF PTO spent the most funds for the School and Teacher Donations category which totaled \$5,822.31. This amount represents funds spent on items such as the following:

- Stand-Up Desks
- Art Program
- Applications for iPads

- Library books
- Nurse Supplies
- Special Friends Program
- Large Paper Cutter
- Teacher Classroom Supply Reimbursements

The PTO and School events category was the second largest category at \$4,958.85. This category includes costs for the following events:

- Back to School Bash
- Pirate Dance
- Muffins for Moms
- Pancake Breakfast
- Principals Luncheons
- Teacher Appreciation
- Trunk or Treat
- Veteran's Day and Assembles
- Read Across America

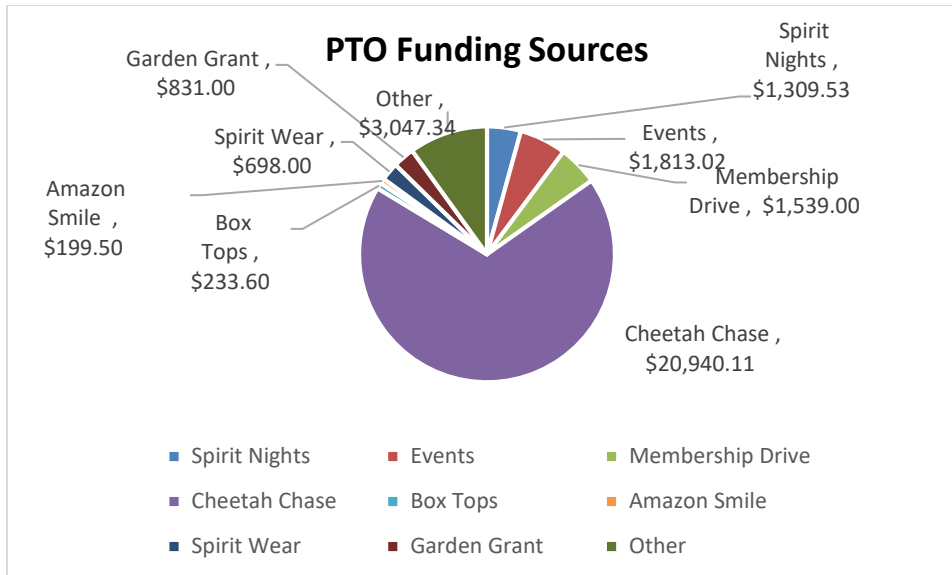
Additional costs related to the Cheetah Chase shirts/sweaters and school supplies totaling \$2,911.55 were paid in August after the year-end close date of July 31, 2020.

Unfortunately, several events that were schedule from March through May had to be cancelled due to COVID-19. Funds for those cancelled events will be utilized in the next year budget.

## **Fundraising Efforts**

The NSEF PTO hosts several fundraiser events throughout the year to fund the events and donations the organization makes. All funds raised are received and deposited by the Financial Secretary. The financial Secretary for 2019-20 was Michelle Hadsell. Graph 2 below is a graph of how funds are generated to support our program.

## Graph 2



The largest event held by the PTO was the Cheetah Chase which earned \$20,940.11 thanks to the many family and friends who donated. This event is highly anticipated by the students and faculty each year. The category Other represents amount received in the account for the 5<sup>th</sup> grade See's candy fundraiser and parent contributions for the Marin Headlands trip. Other also was used for purchases which were later refunded. The membership drive and spirit nights brought in \$1,539.00 and \$1,309.53 respectively.

Unfortunately, several fundraiser events that were scheduled from March through May had to be cancelled due to COVID-19. Budget changes were approved by the PTO which reduced the budget and ensured funding did not run out.

### A Look Ahead

The NSEF PTO has started plans for the 2020-21 school year. The first meeting will be held in early September where members will review the proposed budget and discuss plans for the new school year. Table 2 below provides details regarding how the starting balance is calculated.

**Table 2**

**Funds Available for Use at the Beginning of the 2020-21 School Year**

Beginning NSEF PTO Balance as of 8/1/2020	\$21,778.50
Funds Previously Allocated:	
Fund Cash Buffer (currently set at \$3,000)	(\$3,000.00)
Garden Club Grant Remaining Balance	(\$489.75)
Remaining 2019-20 Purchases (posted after 7/31/2020)	(\$2,911.65)
Total Funds Available for 2020-21	\$15,377.10

The starting balance of \$15,377.10 is a healthy budget to start the 2020-21 school year. **Appendix D** provides the proposed 2020-21 budget pending approval at the September PTO meeting. This budget will be reviewed monthly by PTO meetings and adjusted if pandemic restrictions are lifted so more in person gathers can be held.

For more information regarding the NSEF PTO or this report please email [natomastationpto@gmail.com](mailto:natomastationpto@gmail.com) or attend monthly meetings on the second Tuesday of each month. Go Cheetahs!!

# **Appendix A**

## **NSEF Profit and Loss Statement 2019-20**

# Natoma Station Education Foundation

## PROFIT AND LOSS

August 2019 - July 2020

	TOTAL
Income	
Cheetah Clubs	-1,665.00
Events	0.00
Dance Income	363.45
Pancake Breakfast	1,449.57
<b>Total Events</b>	<b>1,813.02</b>
Fundraising	0.00
Amazon Smile	199.50
Book Fair Income	0.00
Barnes and Noble	164.50
<b>Total Book Fair Income</b>	<b>164.50</b>
Box Tops Income	233.60
Charitable Gifts	3.00
Cheetah Chase Income	20,940.11
Grant Income	0.00
Garden Grant Income	831.00
<b>Total Grant Income</b>	<b>831.00</b>
Membership	1,539.00
Miscellaneous Revenue	1,665.00
Spirit Night Income	1,145.03
Spirit Wear Income	698.00
<b>Total Fundraising</b>	<b>27,418.74</b>
Uncategorized Income	3,044.34
<b>Total Income</b>	<b>\$30,611.10</b>
GROSS PROFIT	<b>\$30,611.10</b>
Expenses	
Facilities and Equipment	69.72
Management / Administration	0.00
Bank Fee	160.00
Credit Card Processing Fees	212.28
<b>Total Bank Fee</b>	<b>372.28</b>
Insurance - Liability, D and O	494.00
Taxes Paid	25.00
<b>Total Management / Administration</b>	<b>891.28</b>
PTO Programs	0.00
5th Grade Completion	173.38
Art Program	431.22
Assembly	650.00
Cash Drawer Fund \$200	-300.00



# Natoma Station Education Foundation

## PROFIT AND LOSS

August 2019 - July 2020

	TOTAL
Classroom Enrichment	2,995.75
New Teacher / Grade Change	105.12
Software	100.00
Special Friends	1,500.00
Teacher Classroom Enrichment Reimbursements	1,225.11
<b>Total Classroom Enrichment</b>	<b>5,925.98</b>
Events	0.00
Back to School Bash	260.46
Dance Expenses	326.96
Muffins with Moms	494.73
PancakeBreakfast Expense	1,424.63
Read Across America	50.29
Red Ribbon/Healthy Choices Week	144.48
Teacher Appreciation	251.93
Trunk or Treat	1,003.42
Veterans Day Celebration	43.05
<b>Total Events</b>	<b>3,999.95</b>
Fundraising Expenses	0.00
Cheetah Chase Expenses	475.44
Membership Drive Expenses	94.99
Spirit Wear Expense	386.28
<b>Total Fundraising Expenses</b>	<b>956.71</b>
Garden	608.60
Garden Grant Expenses	485.48
Library	32.30
Nurse	77.67
Philanthropy	534.90
Playground supplies	-789.34
Principal's Prize Lunch	280.00
<b>Total PTO Programs</b>	<b>13,066.85</b>
Uncategorized Expense	3,044.34
<b>Total Expenses</b>	<b>\$17,072.19</b>
NET OPERATING INCOME	<b>\$13,538.91</b>
NET INCOME	<b>\$13,538.91</b>

# **Appendix B**

## **NSEF Transactions List by Date 2019-20**

# Natoma Station Education Foundation

## TRANSACTION LIST BY DATE

August 2019 - July 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
08/03/2019	Expense		Yes	Amazon	AMAZON.COM SEATTLE WAUS : POS Transaction - 2 standing desks	PTO Checking Acct	PTO Programs:Classroom Enrichment	-619.80
08/06/2019	Expense		Yes	CloverGo	MERCHANT BANKCD DEPOSIT ACH Withdrawal	PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
08/06/2019	Deposit		Yes	Amazon	AMAZON.COM SEATTLE WAUS : Electronic Refund - standing desks not shipped. refund issued by amazon	PTO Checking Acct	PTO Programs:Classroom Enrichment	309.90
08/09/2019	Expense		Yes		219040000207048 IN *SPIRITWEAR HERO LL800-2399948 CAUS : POS Transaction	PTO Checking Acct	PTO Programs:Fundraising Expenses:Spirit Wear Expense	-386.28
08/09/2019	Deposit		Yes		AMZNTGWMC84J AmazonSmil Direct Deposit	PTO Checking Acct	Fundraising:Amazon Smile	34.41
08/12/2019	Deposit		Yes	CloverGo	MERCHANT BANKCD DEPOSIT Direct Deposit	PTO Checking Acct	Fundraising:Membership	280.00
08/13/2019	Expense		Yes	CloverGo	MERCHANT BANKCD DEPOSIT ACH Withdrawal	PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-8.21
08/19/2019	Check		Yes	Holly Lamb	CHECK # 1187 Share Draft	PTO Checking Acct	PTO Programs:Classroom Enrichment	-2,249.04
08/30/2019	Deposit		Yes	NSEF		PTO Checking Acct	Fundraising:Spirit Wear Income	360.00
08/30/2019	Deposit		Yes			PTO Checking Acct	Fundraising:Membership	670.00
09/03/2019	Expense		Yes	winco		PTO Checking Acct	PTO Programs:Nurse	-45.40
09/06/2019	Expense		Yes	CloverGo		PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
09/06/2019	Deposit		Yes	Kona Ice		PTO Checking Acct	Events:Dance Income	150.00
09/06/2019	Deposit		Yes			PTO Checking Acct	Fundraising:Membership	270.00
09/08/2019	Expense		Yes			PTO Checking Acct	Management / Administration:Bank Fee	-160.00
09/09/2019	Deposit		Yes			PTO Checking Acct	Fundraising:Cheetah Chase Income	0.10
09/09/2019	Expense		Yes			PTO Checking Acct	Fundraising:Cheetah Chase Income	-0.12
09/09/2019	Deposit		Yes	CloverGo		PTO Checking Acct	Fundraising:Membership	9.00
09/09/2019	Deposit		Yes			PTO Checking Acct	Fundraising:Cheetah Chase Income	0.02
09/10/2019	Expense		Yes	CloverGo		PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-0.41
09/13/2019	Check		Yes	Secretary of State		PTO Checking Acct	Management / Administration:Taxes Paid	-25.00
09/18/2019	Check		Yes	Kristina Cameron		PTO Checking Acct	PTO Programs:Garden Grant Expenses	-131.57
09/30/2019	Check		Yes			PTO Checking Acct	PTO Programs:Nurse	-12.60
09/30/2019	Check		Yes	Natasha Shelton		PTO Checking Acct	PTO Programs:Events:Teacher Appreciation	-36.43
09/30/2019	Check		Yes	Natasha Shelton		PTO Checking Acct	PTO Programs:Events:Dance Expenses	-326.96
09/30/2019	Deposit		Yes	Pay Pal		PTO Checking Acct	-Split-	4,972.15
10/01/2019	Expense		Yes	Amazon		PTO Checking Acct	PTO Programs:Fundraising Expenses:Membership Drive Expenses	-44.99
10/02/2019	Deposit		Yes		4810 checks, 6047 cash	PTO Checking Acct	Fundraising:Cheetah Chase Income	10,857.00
10/02/2019	Deposit		Yes			PTO Checking Acct	Fundraising:Membership	300.00
10/02/2019	Deposit		Yes		Checks	PTO Checking	Fundraising:Cheetah Chase Income	2,115.00

# Natoma Station Education Foundation

## TRANSACTION LIST BY DATE

August 2019 - July 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
10/07/2019	Deposit		Yes			Acct PTO Checking	Fundraising:Cheetah Chase Income	703.00
10/07/2019	Deposit		Yes			Acct PTO Checking	Fundraising:Membership	10.00
10/07/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Trunk or Treat	-120.72
10/07/2019	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
10/07/2019	Deposit		Yes	Pay Pal		Acct PTO Checking	-Split-	1,011.02
10/10/2019	Deposit		Yes		refund for incorrect cups	Acct PTO Checking	PTO Programs:Nurse	10.62
10/10/2019	Deposit		Yes			Acct PTO Checking	Fundraising:Cheetah Chase Income	193.70
10/17/2019	Check		Yes			Acct PTO Checking	PTO Programs:Art Program	-431.22
10/18/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Teacher Appreciation	-35.18
10/18/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Trunk or Treat	-227.80
10/21/2019	Deposit		Yes		Menchies	Acct PTO Checking	Fundraising:Spirit Night Income	122.62
10/21/2019	Deposit		Yes			Acct PTO Checking	-Split-	305.00
10/21/2019	Deposit		Yes		Cash box now \$200 as of 10/21/2019	Acct PTO Checking	PTO Programs:Cash Drawer Fund \$200	300.00
10/21/2019	Deposit		Yes			Acct PTO Checking	Events:Dance Income	213.45
10/21/2019	Deposit		Yes		Donation from Roebbelen Contracting, Inc.	Acct PTO Checking	Fundraising:Cheetah Chase Income	400.00
10/21/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Back to School Bash	-260.46
10/22/2019	Expense		Yes		Lighting	Acct PTO Checking	PTO Programs:Events:Trunk or Treat	-152.76
10/22/2019	Deposit		Yes	Pay Pal		Acct PTO Checking	-Split-	269.03
10/24/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Trunk or Treat	-131.50
10/24/2019	Check	1202	Yes			Acct PTO Checking	PTO Programs:Classroom Enrichment:Special Friends	-1,500.00
10/28/2019	Check		Yes	Kristina Cameron		Acct PTO Checking	PTO Programs:Garden Grant Expenses	-12.66
10/28/2019	Check		Yes	Kristina Cameron		Acct PTO Checking	PTO Programs:Garden	-46.60
10/30/2019	Check		Yes	Savina Yee		Acct PTO Checking	-Split-	-288.61
11/05/2019	Check		Yes			Acct PTO Checking	PTO Programs:Events:Red Ribbon/Healthy Choices Week	-144.48
11/06/2019	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
11/12/2019	Deposit		Yes			Acct PTO Checking	Fundraising:Amazon Smile	49.82
11/14/2019	Check		Yes	FCUSD	iPad apps - approved at end of 2018-2019 school year	Acct PTO Checking	PTO Programs:Classroom Enrichment:Software	-100.00
11/15/2019	Check	1201	Yes	Joanne Boyle		Acct PTO Checking	PTO Programs:Events:Trunk or Treat	-116.01
11/18/2019	Journal Entry	7	Yes				-Split-	
11/18/2019	Check	12	Yes	Savina Yee	Classroom pizza party prize. Actual Check # is 1206	PTO Checking	PTO Programs:Events:Trunk or Treat	-28.50

# Natoma Station Education Foundation

## TRANSACTION LIST BY DATE

August 2019 - July 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/20/2019	Deposit		Yes			Acct PTO Checking	Fundraising:Grant Income:Garden Grant Income	831.00
11/25/2019	Check		Yes	Natoma Station Elementary		Acct PTO Checking	-Split-	-732.56
11/27/2019	Check		Yes	Kristina Cameron		Acct PTO Checking	PTO Programs:Garden	-55.82
12/04/2019	Check	1213	Yes	Susan Thomas		Acct PTO Checking	PTO Programs:Principal's Prize Lunch	-15.69
12/06/2019	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
12/06/2019	Check	1211	Yes	Jennifer Jarvis		Acct PTO Checking	PTO Programs:Fundraising Expenses:Cheetah Chase Expenses	-392.88
12/06/2019	Expense		Yes	Amazon	Duplicate charge by Amazon and reversed a day later	Acct PTO Checking	Uncategorized Expense	-95.19
12/07/2019	Deposit		Yes	Amazon	Refund for duplicate order.	Acct PTO Checking	Uncategorized Income	95.19
12/09/2019	Expense		Yes	Amazon		Acct PTO Checking	PTO Programs:Garden Grant Expenses	-95.19
12/10/2019	Expense		Yes	Amazon		Acct PTO Checking	PTO Programs:Garden Grant Expenses	-43.68
12/10/2019	Check	1210	Yes	Lucy Suazo		Acct PTO Checking	PTO Programs:Philanthropy	-30.00
12/12/2019	Check	1209	Yes	Kathy Knorr		Acct PTO Checking	-Split-	-50.29
12/20/2019	Check	1212	Yes	Vickie Boudouris		Acct PTO Checking	PTO Programs:Principal's Prize Lunch	-194.27
01/06/2020	Deposit		Yes			Acct PTO Checking	Fundraising:Book Fair Income:Barnes and Noble	164.50
01/09/2020	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
01/17/2020	Deposit		Yes		Deposited on 1/17/2020	Acct PTO Checking	-Split-	922.81
01/17/2020	Deposit		Yes			Acct PTO Checking	Events:Pancake Breakfast	360.00
01/17/2020	Deposit		Yes			Acct PTO Checking	Events:Pancake Breakfast	766.00
01/29/2020	Check	1215	Yes	Lunch Box Express	Pancake Breakfast	Acct PTO Checking	PTO Programs:Events:PancakeBreakfast Expense	-1,424.63
01/30/2020	Deposit		Yes			Acct PTO Checking	Events:Pancake Breakfast	20.00
01/30/2020	Deposit		Yes		Refund	Acct PTO Checking	PTO Programs:Playground supplies	789.34
01/30/2020	Deposit		Yes		See's Candy Fundraiser	Acct PTO Checking	Uncategorized Income	2,864.15
02/01/2020	Expense		Yes	Amazon	Paper cutter	Acct PTO Checking	PTO Programs:Classroom Enrichment	-330.16
02/01/2020	Expense		Yes	Amazon		Acct PTO Checking	PTO Programs:Garden	-76.09
02/05/2020	Expense		Yes	Amazon		Acct PTO Checking	PTO Programs:Library	-32.30
02/06/2020	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
02/07/2020	Expense		Yes		Sees Candy Fundrasiser	Acct PTO Checking	Uncategorized Expense	-1,909.31
02/10/2020	Expense		Yes	Amazon	Garden Supplies	Acct PTO Checking	PTO Programs:Garden Grant Expenses	-178.68
02/11/2020	Expense		Yes	Amazon		Acct PTO Checking	PTO Programs:Garden Grant Expenses	-23.70

# Natoma Station Education Foundation

## TRANSACTION LIST BY DATE

August 2019 - July 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
02/11/2020	Check	1220	Yes	Savina Yee		PTO Checking Acct	PTO Programs:Nurse	-15.22
02/13/2020	Deposit		Yes	Deposit		PTO Checking Acct	Events:Pancake Breakfast	288.57
02/19/2020	Deposit		Yes	Amazon Smile		PTO Checking Acct	Fundraising:Amazon Smile	75.92
02/19/2020	Expense		Yes	Dollar Tree		PTO Checking Acct	PTO Programs:Events:Muffins with Moms	-11.19
02/19/2020	Check	1219	Yes		5th Grade Trip	PTO Checking Acct	Uncategorized Expense	-479.84
02/19/2020	Check	1218	Yes		5th Grade Trip	PTO Checking Acct	Uncategorized Expense	-475.00
02/21/2020	Check	1214	Yes	Natasha Shelton		PTO Checking Acct	PTO Programs:Events:Teacher Appreciation	-83.78
02/21/2020	Check	1216	Yes	Natasha Shelton		PTO Checking Acct	PTO Programs:Events:Teacher Appreciation	-26.04
02/21/2020	Expense		Yes	Dollar Tree		PTO Checking Acct	PTO Programs:Events:Read Across America	-6.47
02/23/2020	Expense		Yes	Amazon	Books	PTO Checking Acct	PTO Programs:Events:Read Across America	-18.82
02/29/2020	Expense		Yes	Target		PTO Checking Acct	PTO Programs:Events:Read Across America	-25.00
03/02/2020	Check	1221	Yes			PTO Checking Acct	PTO Programs:Events:Teacher Appreciation	-70.50
03/06/2020	Expense		Yes	CloverGo		PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
03/06/2020	Deposit		Yes			PTO Checking Acct	-Split-	736.20
03/12/2020	Check	1223	Yes		Teacher Reimbursement Debbie Steele	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-75.00
03/19/2020	Check	1225	Yes		Teacher Reimbursement Cara De Marse	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-75.00
03/30/2020	Expense		Yes	Amazon	Teacher Reimbursement- Rug	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-148.20
03/31/2020	Check	1224	Yes		Teacher Reimbursement Juli Thompson	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-74.99
04/06/2020	Expense		Yes	CloverGo		PTO Checking Acct	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
04/07/2020	Check	1222	Yes			PTO Checking Acct	PTO Programs:Garden	-430.09
04/08/2020	Check	1231	Yes		teacher reimbursement Jodi Ruh	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-51.73
04/13/2020	Check	1232	Yes		teacher reimbursement Hayley Doe	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-69.56
04/20/2020	Check	1230	Yes			PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-64.29
04/22/2020	Check	1233	Yes		Kelly Neil	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-47.44
04/22/2020	Check	1236	Yes		Michelle Tucker	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-32.57
04/28/2020	Check	1229	Yes			PTO Checking Acct	-Split-	-125.00
05/04/2020	Check	1235	Yes		Lucia Suazo	PTO Checking Acct	PTO Programs:Philanthropy	-65.00
05/07/2020	Check	1238	Yes		Mary Buford	PTO Checking Acct	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-71.22
05/07/2020	Check	1237	Yes		Trimester 2 PPL- Susan Thomas	PTO Checking Acct	PTO Programs:Principal's Prize Lunch	-70.04
05/09/2020	Expense		Yes	Amazon	Shannon Todd purchase for Mrs. Cameron	PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-23.49

# Natoma Station Education Foundation

## TRANSACTION LIST BY DATE

August 2019 - July 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
05/11/2020	Check	1239	Yes		Hannah Johnson	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-75.00
05/11/2020	Check	1240	Yes		Aisha Prince	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-57.11
05/12/2020	Expense		Yes	Amazon	Shannon Todd purchase for Mrs. Cameron	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-48.69
05/15/2020	Check	1234	Yes		Janet Laughon	Acct PTO Checking	PTO Programs:Nurse	-15.07
05/20/2020	Deposit		Yes			Acct PTO Checking	Fundraising:Amazon Smile	39.35
05/22/2020	Expense		Yes		PTO Approved donation to Blessing in a Backpack	Acct PTO Checking	PTO Programs:Philanthropy	-50.00
05/27/2020	Check	1242	Yes		Kathy Mefford	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-38.34
06/01/2020	Check	1243	Yes		Lucila Suazo PTO approved philanthropy	Acct PTO Checking	PTO Programs:Philanthropy	-339.90
06/04/2020	Check	1245	Yes		Melissa Messer - Muffins with Moms event	Acct PTO Checking	PTO Programs:Events:Muffins with Moms	-483.54
06/04/2020	Expense		Yes	Amazon	Shannon Todd purchase for Dori Alpert.	Acct PTO Checking	PTO Programs:Classroom Enrichment:New Teacher / Grade Change	-42.17
06/04/2020	Expense		Yes	Amazon	Shannon Todd purchase for Dori Alpert	Acct PTO Checking	PTO Programs:Classroom Enrichment:New Teacher / Grade Change	-46.41
06/04/2020	Expense		Yes	Amazon	Shannon Todd purchase for Dori Alpert	Acct PTO Checking	PTO Programs:Classroom Enrichment:New Teacher / Grade Change	-16.54
06/08/2020	Check	1244	Yes		5th Grade Trip Check Deposited in Error on 10/21/2020. Check to Toby Trana to return funds.	Acct PTO Checking	Uncategorized Expense	-85.00
06/08/2020	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
06/10/2020	Check	1228	Yes		Donna Navarro	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-47.48
06/11/2020	Check	1248	Yes		5th grade promotion reimbursement to Natasha Shelton	Acct PTO Checking	PTO Programs:5th Grade Completion	-173.38
06/12/2020	Expense		Yes		Liability Insurance	Acct PTO Checking	Management / Administration:Insurance - Liability, D and O	-494.00
06/12/2020	Deposit		Yes	Pay Pal	PayPal donation	Acct PTO Checking	Fundraising:Charitable Gifts	3.00
06/15/2020	Check	1241	Yes		Tara Delgado Bridges	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-75.00
06/22/2020	Check	1246	Yes		Judy Fletcher	Acct PTO Checking	PTO Programs:Classroom Enrichment:Teacher Classroom Enrichment Reimbursements	-75.00
07/06/2020	Check	1247	Yes		Donation to Folsom Hope	Acct PTO Checking	PTO Programs:Philanthropy	-50.00
07/06/2020	Expense		Yes	CloverGo		Acct PTO Checking	Management / Administration:Bank Fee:Credit Card Processing Fees	-4.95
07/15/2020	Expense		Yes	Amazon	Cheetah bags for Kindergartens	Acct PTO Checking	PTO Programs:Classroom Enrichment	-106.65

# **Appendix C**

## **NSEF Budget to Actuals Report 2019-20**



**Natomas Station PTO Budget to Actuals  
FY 2019-20**

	Budgeted Expense	Actual Expense	Actual Income
<b>Operational Costs</b>			
Accounting Fees/Taxes	\$ 70.00	\$ (25.00)	
Bank Fees	\$ 250.00	\$ (160.00)	
Ccard Fees/Website	\$ 600.00	\$ (212.28)	
Facilities & Equipment-Signs/Banners etc	\$ 600.00	\$ (69.72)	
Insurance	\$ 474.00	\$ (494.00)	
Licensing (movie)	\$ 519.00	\$ -	
Supplies	\$ 250.00	\$ -	
Cash Box- Reduction	\$ 500.00	\$ 300.00	
Operational Costs Total	\$ 3,263.00	\$ (661.00)	\$ -
<b>PTO Events</b>			
2nd Grade Play	\$ -	\$ -	
5th Grade Completion	\$ 300.00	\$ (173.38)	
Art Program	\$ 2,500.00	\$ (431.22)	
Assemblies	\$ 650.00	\$ (650.00)	
Back to School Bash	\$ 300.00	\$ (260.46)	
Cheetah Chase	\$ 3,000.00	\$ (475.44)	\$ 20,940.11
Pirate Dance	\$ 200.00	\$ (326.96)	
Donuts for Dads	\$ -	\$ -	
Field Day	\$ -	\$ -	
Garden	\$ 1,200.00	\$ (608.60)	
Garden Grant	\$ 831.00	\$ (485.48)	\$ 831.00
Healthy Choices	\$ 200.00	\$ (144.48)	
Kindergarten Cheetah bags	\$ 350.00		
Library	\$ 300.00	\$ (32.30)	
Membership Drive	\$ 100.00	\$ (94.99)	\$ 1,539.00
Muffins for Moms	\$ 550.00	\$ (494.73)	
Nurse	\$ 100.00	\$ (77.67)	
Pancake Breakfast	\$ 1,424.63	\$ (1,424.63)	\$ 1,449.57
Philanthropy	\$ 1,800.00	\$ (534.90)	
Playground Supplies- Refund of PY purchase	\$ 200.00	\$ 789.34	
Principal's Lunch and Prizes	\$ 450.00	\$ (280.00)	
Scholarships	\$ 300.00	\$ -	
Scholastic Book Fair	\$ -	\$ -	
Student Council	\$ 200.00	\$ -	
Teacher Appreciation	\$ 600.00	\$ (251.93)	
Trunk or Treat	\$ 1,200.00	\$ (1,003.42)	
Veteran's Day	\$ 50.00	\$ (43.05)	
Spirit Wear	\$ 700.00	\$ (386.28)	\$ 698.00
Amazon Smile	\$ -	\$ -	\$ 199.50
Paypal Donation	\$ -	\$ -	\$ 3.00
Box Tops	\$ 60.00	\$ -	\$ 233.60
Other- 5th Grade Trip and purchase adjustments	\$ -	\$ (3,044.34)	\$ 3,044.34
Classroom Enrichment			
Stand Up Desks a(PY Budgeted Item)	\$ -	\$ (2,665.59)	
Paper Cutter for Work Room	\$ 350.00	\$ (330.16)	
New Teacher	\$ 600.00	\$ (105.12)	
Read Across America	\$ 50.00	\$ (50.29)	
Teacher Reimbursements (Money from Clubs)	\$ 1,665.00	\$ (1,225.11)	
iPad Apps (PY Budgeted item)	\$ -	\$ (100.00)	
Special Friends	\$ 1,500.00	\$ (1,500.00)	
Spirit Night Fundraisers:			
Kona Ice		\$	\$ 363.45
Menchie's		\$	\$ 122.62
Habit Burger		\$	\$ 181.95
Rock and Fire		\$	\$ 169.26
Barnes and Noble		\$	\$ 164.50
Chipotle		\$	\$ 208.20
Chik Filet		\$	\$ 463.00
PTO Events	\$ 21,730.63	\$ (16,411.19)	\$ 30,611.10
<b>Grand Total</b>	<b>\$ 24,993.63</b>	<b>\$ (17,072.19)</b>	<b>\$ 30,611.10</b>

# **Appendix D**

## **Proposed 2020-20 School Year Budget**

**Natomas Station PTO Budget**  
**Proposed FY 2020-21 Budget**

9/4/2020

		<b>Proposed Budget</b>
<b>Operational Costs</b>		
Accounting Fees/Taxes	\$	70.00
Bank Fees	\$	250.00
Ccard Fees/Website	\$	400.00
Facilities & Equipment-Signs/Banners etc	\$	600.00
Insurance	\$	500.00
Supplies	\$	250.00
Operational Costs Total	\$	<u>2,070.00</u>
<b>PTO Events and Activities</b>		
5th Grade Completion	\$	300.00
Art Program	\$	2,500.00
Assemblies	\$	650.00
Back to School Bash	\$	300.00
Cheetah Chase	\$	3,000.00
Field Day	\$	300.00
Garden	\$	400.00
Garden Grant	\$	500.00
Healthy Choices	\$	200.00
Library	\$	300.00
Membership Drive	\$	100.00
Muffins for Moms/Donuts for Dads	\$	700.00
Nurse	\$	100.00
Philanthropy	\$	1,000.00
Principal's Lunch Prizes	\$	600.00
Scholarships	\$	300.00
Student Council	\$	200.00
Teacher Appreciation	\$	600.00
Trunk or Treat	\$	1,200.00
<b>Classroom Enrichment</b>		
New Teacher	\$	600.00
Kindergarten Cheetah bags	\$	300.00
Veteran's Day	\$	50.00
Read Across America	\$	50.00
Teacher Reimbursements	\$	1,300.00
Special Friends	\$	1,500.00
PTO Events	\$	<u>17,050.00</u>
<b>Grand Total</b>	<b>\$</b>	<b><u>19,120.00</u></b>