

# BANCROFT ELEMENTARY - PARENT FACULTY CLUB (PFC) MEETING MINUTES **FINAL**

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**December 10, 2019, 7pm @ Library**

**The meeting was called to order by PFC President Sarah Rhodes at 7:00 p.m.**

## **EXECUTIVE BOARD MEMBERS IN ATTENDANCE**

Sarah Rhodes / President	VACANT / VP Fundraising
Ben Nie / Vice President	VACANT / Parliamentarian/Historian
Jennifer Enson / Treasurer	VACANT / VP Strategic Funds
Dory Barnard / VP Communications	
David Barnard / Recording Secretary	

## **OTHERS PRESENT**

Katherine Beckner, Gosia Dunning, Jen Faught, Christina Hendricksen, Sarah Rhoder, Melissa Sanders, Russell Shelley

## **Welcome**

Sarah Rhodes welcomed and thanked all for attending. Attendees briefly introduced themselves.

## **Approval of November 2019 Minutes**

Motion to approve November 2019 meeting minutes carried.

## **Treasurer's Report (Jennifer Enson)**

Update on the current status of the 2019-2020 budget as of 11/30//2019 (distributed): funding-to-date and income need for auction to meet budgeted expenses.

## **President's Report (Sarah Rhodes)**

Discussed need for event documentation for 2019/2020 (e.g., Walk-a-Thon Binder) and 2020 solicitation/recruitment - events/committees

## **Committee Reports**

**Family Multicultural Night 1/31:** raffle prizes, "passport" for participants, music, food, performance

**Winter After-School Enrichment:** activities all five days of the week, starting January; some start in spring (e.g., Tennis)

**Auction 3/21:** Tickets on sale; leads for next year needed

**Dine to Donate:** Rocco's 1/15/2020

### **New Business**

4th grade Outdoor Ed Committee requested funds for license to show movies, leveraging MDUSD agreement; motion to fund passed

Parent requested signatures for California Tax on Commercial and Industrial Properties for Education and Local Government Funding Initiatives

Parents commented on not understanding student report cards, goal setting, parent-teacher conferences, and test scores

**Meeting adjourned.**

## **Bancroft Elementary PFC - December 2019 Financial Summary**

**Income:** Dollar a day at 95%  
Matching gifts at 99%  
Walk-a-thon at 88%  
Remaining Income to come in: \$49K (auction + remaining WAT)  
Spring auction income is starting to come in for ticket sales (2%)  
Total income YTD: \$153K vs budget of \$209K (73%)

**Expenses:** Checks written for funded positions, Teacher materials, book fair, etc.  
Total Expenses YTD: \$72K vs. budget of \$211K

**Net Cash Available (12/31/19): \$222K**

**Projected Cash Balance June 2020: \$79K if we meet our income goal**

Additional Chromebook Replacements: \$60K (within next two years)

Projected Remaining Strategic Funds: \$19K

**Bancroft Parent Faculty Club  
2019-2020**

	<i>a</i> 19-20 <i>Budget</i>	<i>b</i> FY19-20 Dec	<i>c</i> YTD Dec	<i>d</i> Estimate Jan-Jun	<i>e</i> FY19-20 Total	<i>f</i> F/C vs Budget	
<b>Income</b>							
1 4100 · Spring Auction							
2 4110 · Spring Auction Income	50,000	1,048	1,048	48,952	50,000	-	2%
3 4180 · Spring Auction Expense	(10,000)		(4,009)	(5,991)	(10,000)	-	Deposit for location, etc.
4 Total 4100 · Spring Auction	40,000	1,048	(2,961)	42,961	40,000	-	
5 4200 · Mathletics							
6 4210 · Mathletics Income		-	-	-	-	-	
7 4280 · Mathletics Expense		-	-	-	-	-	
8 Total 4200 · Mathletics	-		-	-	-	-	
9 4300 · Walk-A-Thon							
10 4310 · Walk-A-Thon Income	27,000	1,189	23,650	3,350	27,000	-	88%
11 4380 · Walk-A-Thon Expense	(2,000)	(225)	(1,640)	(360)	(2,000)	-	
12 Total 4300 · Walk-A-Thon	25,000		22,010	2,990	25,000	-	
13 6350 · Spiritwear							
14 6360 · Spiritwear Income	9,206	904	10,458	(1,252)	9,206	-	
15 6365 · Spiritwear Expense	(9,206)	(754)	(7,553)	(1,653)	(9,206)	-	
16 Total 6350 · Spiritwear	-	150	2,905	(2,905)	-	-	
17 4400 · Dollar-A-Day							
18 4410 · Dollar-A-Day Income (Fall)	125,000		117,456	7,544	125,000	-	94%
19 4480 · Dollar-A-Day Expense (Fall)	(2,000)		(510)	(1,490)	(2,000)	-	
20 Total 4400 · Dollar-A-Day	123,000		116,946	6,054	123,000	-	95%
22 5700 · Community Development							
26 4780 · Box Tops	700	-	-	700	700	-	
27 4910 · Dine 2 Donate	2,000	-	-	2,000	2,000	-	
28 5400 · Matching Gifts	16,000	2,787	15,780	220	16,000	-	99%
29 5900 · Other Income	2,500	1,088	1,531	969	2,500	-	
30 Total 5700 · Community Development	21,200	3,875	17,311	3,889	21,200	-	
31 <b>Total Income</b>	<b>209,200</b>	<b>4,922</b>	<b>153,305</b>	<b>52,990</b>	<b>209,200</b>	<b>-</b>	<b>73%</b>
<b>In and Out Accounts</b>							
36 4500 · Fall Fest Carnival							
37 4510 · Fall Fest Carnival Income	-		6,775	(6,775)	-	-	
38 4580 · Fall Fest Carnival Expense	-		(6,775)	6,775	-	-	5th Grade Outdoor Ed Payment
39 Total 4500 · Fall Fest Carnival	-		-	-	-	-	
40 6250 · On-Stage Production							
41 6260 · On-Stage Production Income	8,000	1,075	1,075	6,925	8,000	-	
42 6265 · On-Stage Production Expense	(8,000)	(1,093)	(2,028)	(5,972)	(8,000)	-	
43 6299 · Dec/Inc to Musical Reserve	-	-	-	-	-	-	
44 Total 6250 · On-Stage Production	-	(18)	(953)	953	-	-	
45 6300 · Odyssey of the Mind							
46 6310 · Odyssey of the Mind Income	210	-	-	210	210	-	
47 6315 · Odyssey of the Mind Expense	(210)	-	-	(210)	(210)	-	
48 Total 6300 · Odyssey of the Mind	-		-	-	-	-	
49 6400 · Birthday Books							
50 6410 · Birthday Books Income	6,075		6,120	(45)	6,075	-	
51 6415 · Birthday Book Expense	(6,075)	(1,356)	(1,792)	(4,283)	(6,075)	-	
52 Total 6400 · Birthday Books	-	(1,356)	4,328	(4,328)	-	-	
53 6450 · Book Fair							
54 6460 · Book Fair Income	6,000	4,159	4,159	1,841	6,000	-	
55 6465 · Book Fair Expense	(3,000)	(2,682)	(2,682)	(318)	(3,000)	-	
56 6470 · Book Fair Purchases	(3,000)	-	-	(3,000)	(3,000)	-	
57 Total 6450 · Book Fair	-	1,477	1,477	(1,477)	-	-	
62 6600 · Yearbook							
63 6610 · 5th Grade Yearbook Income	1,500		1,260	240	1,500	-	
64 6615 · 5th Grade Yearbook Expense	(1,500)	(166)	(166)	(1,334)	(1,500)	-	
65 Total 6600 · Yearbook	-	(166)	1,094	(1,094)	-	-	
66 6750 · Teacher Outing / Baskets (AUCTION)							
67 6760 · Teacher Outing / Basket Income	1,100	-	-	1,100	1,100	-	
68 6765 · Teacher Outing / Basket Expense	(1,100)	-	-	(1,100)	(1,100)	-	
69 Total 6750 · Teacher Outing / Baskets	-		-	-	-	-	
70 4190 · Staff Wish Lists (AUCTION)							
71 4190 · Staff Wish Lists Income	2,000	-	-	2,000	2,000	-	
72 4195 · Staff Wish Lists Expense	(2,000)	-	-	(2,000)	(2,000)	-	
73 Total 4190 · Staff Wish Lists	-		-	-	-	-	
78 6800 · Choir							
79 68100 · Choir Income		-	-	-	-	-	
80 6820 · Choir Expense		-	-	-	-	-	
81 Total 6800 · Choir	-		-	-	-	-	
82 <b>Total In and Out Accounts</b>	<b>0</b>	<b>(63)</b>	<b>5,946</b>	<b>(5,946)</b>	<b>0</b>	<b>-</b>	
<b>Expenses</b>							
83 7100 · Funded Positions							
IAs and Site Tech	127,500	19,016	47,493	80,007	127,500	-	6IAs (19.5hr/wk), 1 ST (2d/wk), 1STEAM IA (19.5 hr/wk)
Garden Educator	12,500		6,298	6,202	12,500	-	
Crossing Guard	6,500		-	6,500	6,500	-	
1 <b>TOTAL 7100 · Funded Positions</b>	<b>146,500</b>	<b>19,016</b>	<b>53,791</b>	<b>92,709</b>	<b>146,500</b>	<b>-</b>	
84 7200 · School Support							
85 7210 · Teacher Material Fund Expense	10,800	578	5,330	5,470	10,800	-	Various teacher materials
86 7220 · Principal's Discretionary Fund	2,500		718	1,782	2,500	-	
87 7230 · Grade Level Fund			-	-	-	-	
88 7250 · Office Supplies	3,000		1,820	1,180	3,000	-	
89 7260 · Copy Paper	600		-	600	600	-	
91 <b>Total 7200 · School Support</b>	<b>16,900</b>	<b>578</b>	<b>7,868</b>	<b>9,032</b>	<b>16,900</b>	<b>-</b>	
92 7300 · Academic Support							
93 7310 · Computer Technology							
Computer Accessories	2,500		81	2,419	2,500	-	
Chromebook Replacement Fund	20,000		-	20,000	20,000	-	
94 7315 · Raz Kids Licensing	1,900		-	1,900	1,900	-	

	a	b	c	d	e	f
	19-20	FY19-20	YTD Dec	Estimate	FY19-20	F/C vs
	Budget	Dec		Jan-Jun	Total	Budget
95	7340 · Handwriting Books	1,164	1,164	(114)	1,050	-
96	6565 - Planners and Folders		1,426	40	1,466	-
97	7350 · Walk Through Programs Grades 4/5		1,520	1,280	2,800	-
98	7395 · Field Trips		-			
<b>99</b>	<b>Total 7300 · Academic Support</b>	<b>1,164</b>	<b>4,191</b>	<b>25,525</b>	<b>29,716</b>	<b>-</b>
100	7400 · S.T.E.A.M.					
101	7420 · Art Appreciation	1,726	2,793	1,707	4,500	-
102	7485 · Garden Supplies		902	1,098	2,000	-
104	7462 · STEAM Materials	-	-	1,000	1,000	-
<b>105</b>	<b>Total 7400 · STEAM</b>	<b>1,725.77</b>	<b>3,695</b>	<b>3,805</b>	<b>7,500</b>	<b>-</b>
106	7500 · School Activities					
107	7510 · Hospitality		1,334	666	2,000	-
108	7515 · Family Nights	184	210	990	1,200	-
109	7580 · 5th Grade Farewell	-	-	575	575	-
<b>111</b>	<b>Total 7500 · School Activities</b>	<b>184</b>	<b>1,544</b>	<b>2,231</b>	<b>3,775</b>	<b>-</b>
112	7600 · School Improvement					
113	7625 · Beautification		433	67	500	-
114	7640 · Recreation Supplies	129	476	1,524	2,000	-
115	7660 · Crossing Guard		-			
116	7685 · Disaster Preparedness		57	443	500	-
<b>117</b>	<b>Total 7600 · School Improvement</b>	<b>129</b>	<b>966</b>	<b>2,034</b>	<b>3,000</b>	<b>-</b>
118	7800 · Administrative Expenses					
110	7595 · Communications (Konstella)		15	635	650	-
119	7810 · Transaction Processing & Bank Charges	-	-	1,000	1,000	-
120	7820 · Returned Check Fees	-	-	100	100	-
121	7830 · Membership Supplies		72	928	1,000	-
122	7910 · Professional Fees	70	320	400	720	-
123	7920 · Insurance	-	-	475	475	-
124	7930 · Filing fee	-	-	50	50	-
125	8100 · Interest Income	-	-	(48)	(48)	-
<b>126</b>	<b>Total 7800 · Administrative Expenses</b>	<b>70</b>	<b>407</b>	<b>3,540</b>	<b>3,947</b>	<b>-</b>
<b>127</b>	<b>Total Expenses</b>	<b>22,867</b>	<b>72,462</b>	<b>138,876</b>	<b>211,338</b>	<b>-</b>
<b>128</b>	<b>Net Income</b>	<b>(18,008)</b>	<b>86,789</b>	<b>(91,832)</b>	<b>(2,138)</b>	<b>0</b>

129	Cash Balance 12/31/19 (Savings)	50,423
130	Cash Balance 12/31/19 (Checking)	232,266
131	Outstanding Checks	(2,754)
132	Cash Balance 12/31/19 (Per Books)	279,935

**COMMITTED RESERVES**

133	Music Development Fund (Reserve)	(6,968)	
134	Library Fund (Reserve)	(7,339)	(Gomes)
135	Outdoor Ed Reserve Funds		
	2019 Trip Reserve - Current 5th grade		Wrote check to MDUSD Oct 2019
	2020 Trip Reserve - Current 4th Grade	(139)	
	2021 Trip Reserve - Current 3rd Grade		
	2022 Trip Reserve - Current 2nd Grade	-	
	2023 Trip Reserve - Current 1st Grade	-	
	2024 Trip Reserve - Current K	-	
136	Fund-A-Need (Reserve)		
137	On-Stage Production (Reserve)	(1,591)	(Smythe)
138	Choir (Reserve)	-	(Andrews)
139	STEAM (Reserve)	(10,490)	(Giffin) Includes PEAK Deposit
140	Chromebook Replacement (Reserve)	(20,000)	(Schuler)
141	Computer Technology (Reserve)	(4,624)	(Schuler)
142	Garden (Reserve)	(132)	(Burns)
143	Approved Strategic Funds:		
	Playground Equipment	(700)	
	Kinder Nature Course	(5,700)	
<b>144</b>	<b>Net Cash Available (12/31/19)</b>	<b>222,252</b>	

148	Cash Reserve (25% of Op Ex)	(52,835)
	19/20 Committed Expenses Remaining	(138,876)
	<b>Available Free Cash (12/31/19)</b>	<b>30,541</b>

	19/20 Remaining Income Goal	52,990
	<b>Projected Cash Balance June 2020</b>	<b>83,531</b>

**Additional Identified Unfunded Liability**

<b>2020 Add'l Chromebook Replacements</b>	60,000
<b>Projected Remaning Strategic Funds Available</b>	23,531

\$98K -\$40K reserves - Replacement costs for min. 393 computers set to reach AUE by Jun 2020