

Proposed Budget Updates 2019-2020

Due to the overwhelming success of Lynx Laps, the PTO is proposing the following updates to the current year budget. The current estimate is that Lynx Laps has earned \$15,000 above the budgeted net profit. We would also like to provide additional clarity to the current year's financials. The proposed changes below would increase budgeted expenses by \$9,673 and increase budgeted revenue by \$13,000. The items listed below correspond to the attached Revised Budget's highlighted areas.

The following changes are proposed:

1. The **Core Knowledge re-certification** was an unexpected expense that was not previously budgeted for and so the incurred expense was allocated to three different line items within the current budget. We are requesting to pull these funds back out, which results in Core Knowledge Re-certification being its own budgeted line item and freeing up the other line items that were impacted. We are requesting the following changes:
 - a. Add a line item for "Core Knowledge Re-certification" with a budgeted and actual amount of \$6,573
 - b. Update the actual amounts for the following line items:
 - i. **Professional Development** reduce by \$3,535,
 - ii. **Next Project - Planning Phase** reduce by \$3,000
 - iii. **Principal Account** reduce by \$38.
2. The **Brick project** was an unexpected project and not included in the current year's budget. We are requesting the following changes:
 - a. Add a revenue line item to track money collected for the project with a budget of \$0
 - b. Add an expense line item to track expenses for the project with a budget of \$0

NOTE: If the Brick Project Revenue does not cover Expenses, the project will not be completed this year and those who purchased a brick will receive their money back.
3. **Parent Fundraising Event** has been cancelled this year and therefore the Auction component of that event will be added to the **Core Knowledge - STEAM Family Night** event. Given that, we are anticipating revenue as well as possible additional expenses. We are requesting the following changes:
 - a. Remove the revenue and expense line item for Parent Fundraising Event
 - b. Rename the "Core Knowledge - STEAM Family Night" line items to "Core Knowledge - STEAM Family Night (incl Auction)"
 - i. Update the budgeted revenue from \$0 to \$3,000
 - ii. Update the budgeted expense from \$2,000 to \$3,000
4. **Social Media presentation** is an unexpected item and was not included in the current year's budget and is planned to take place in the spring. The purpose of this event is for families to learn about digital literacy and how to protect kids from online predators. It includes teaching kids to self-regulate screen time, deal with online bullying and to understand the consequences of sharing too much of the wrong information online. We are requesting the following changes:

- a. Add an expense line item to track expenses for the presentation with a budget of \$500
5. **Special Budget Requests** is an existing line item on the budget used to help cover additional Core Knowledge programs/field trips planned throughout the year. The Special Budget Request process must be followed, and the request approved in order for classrooms to utilize this account. The Core Knowledge budget was cut in half from last year and we would like to increase the budgeted amount on this line item to account for any potential overruns. We are requesting the following change:
 - a. Update the previously approved budgeted amount with an additional \$3,000.
6. **Teacher Appreciation** is an existing line item to be used for Teacher Appreciation week, as well as other events to help celebrate our teachers and staff. Last year there was a Sunshine Committee that was committed to celebrating birthdays, providing coffee, etc. throughout the year with a budget of \$2,000. That line item was removed this year and the PTO received feedback that those efforts are missed by teachers and staff. We are requesting the following changes:
 - a. Rename the Teacher Appreciation line item to include "Sunshine, Birthdays"
 - b. Add an additional \$500 to the previously approved budgeted amount
7. **Principal Account** is an existing line item to be used at the discretion of Mrs. Pavlik. We are requesting the following change:
 - a. Add an additional \$500 to the previously approved amount.
8. **Classroom enhancements** is an existing line item which provides teachers and staff funds to cover incidentals in the classroom or office. We are requesting the following change:
 - a. Update the budgeted amount to add \$100 to cover paper shortages and other school office expenses
9. **President Account (sub-account of Business Operations)** is an existing line item which provides funds to cover general PTO expense overruns. The Membership Toolkit subscription was paid by this account, which was an unbudgeted line item (\$450). We are requesting the following change:
 - a. Add an additional \$500 to the previously approved budgeted amount to cover additional operational expenses or expense overruns
10. **Revenue Adjustment** is a new line item on the budget to reflect the additional expected revenue from Lynx Laps. We are requesting the following change:
 - a. Add revenue line item with \$15,000 as the budgeted amount
11. **There is a new LFI teacher** starting in January, therefore we are requesting the following changes:
 - a. Add new line item for Classroom Enhancements with \$500 as the budgeted amount
 - b. Increase the budgeted Core Knowledge amount for LFI from \$1,000 to \$1,500