



## Minutes of the June 12, 2018 Meeting

### **Opening & Welcome**

- Meeting called to order at 6:44 p.m.
- Review of May 17, 2018 minutes. Various edits suggested. Approval tabled in order to review amended minutes at next meeting.

### **Current Events & Turnkey Meeting Update**

- Discussion on current events, including student awards, STEAM celebrations, & 2018-2019 faculty additions
- Suggestions to improve PTO outreach efforts to parent community, including setting up PTO committee tables on first day of school and at the new family meet-up over the summer

### **Summer Packets**

- Discussion re: organizing efforts

### **New Family Meet & Greet @ Underhill Playground**

- Motion to set date for meet & greet for August 18, 2018 – approved

### **Fundraising Activities**

- Direct appeal report: We have broken prior fundraising records – thanks to all who worked on this and to parents and others who donated
- Upcoming/ongoing:
  - Brooklyn Cyclones
  - New York Soccer match
  - School supply packs
    - Discussion: list of items is set for 2018-2019 year
    - For future years, consideration should be given to paring the list down – the default list includes cleaning products and other items that may not really be needed in bulk by the teachers. Need better coordination earlier with teachers to find out what is really needed
  - Fall 2018 Bounce Back Carnival – motion made and approved to set date for Carnival at September 22, 2018

### **Budget & Expenditures**

- Reviewed & Approved May 2018 P&L & Balance Sheets
- Approved expenditures since last meeting



- At prior meeting (May 17, 2018) motion was made and approved to adopt a budget subject to edits discussed at that meeting. At this meeting, edited budget presented. (Copy attached)

### **Audit Committee**

- Audit committee report on current year review due to Board by end of month
- Discussion on external audit requirement:
  - Based on consultation with industry professionals, current threshold in PTO bylaws for costly external audit is lower than industry standards and not required by law or regulation.
  - Committee recommends amending bylaws to conform to standard practice
- Motion made and approved to amend bylaws provision on audit requirements. (Copy of approved language attached).
- Discussion on possible external bookkeeper for next year. Request assistance from parent community and wider community in the first instance.

**Meeting concluded at 7:46 p.m.**

Exhibit 1  
Amendment to Bylaws  
Approved by Vote  
June 12, 2018

P.S. 9 PTO

Proposed Amendment to By-Laws Art. VI, § 5.2

Presented for Vote at June 12, 2018 PTO General Membership Meeting

Current Provision

The audit committee shall conduct an audit of all financial affairs of the Corporation with the help of the Treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the Corporation's financial records be conducted. An external audit shall be conducted when the Corporation's revenue for the prior year was \$200,000.00 or more.

Proposed Amendment

The audit committee shall conduct an audit of all the financial affairs of the Corporation with the help of the Treasurer who shall make all books and records available to them. The audit committee may also recommend that an external audit of the Corporation's financial records be conducted. An external audit by an independent certified public accountant shall be conducted when either:

a) the Net Annual Income of the Corporation exceeds \$50,000, pursuant to the Chancellors' regulations A-660 G.1.a,

or

b) the gross revenue and support in any fiscal year is in excess of \$750,000, pursuant to NYS Executive law 172-b.1.

An external review by an independent certified public accountant shall be conducted when the gross revenue and support in any fiscal year is in excess of \$250,000, pursuant to NYS Executive law 172-b.2.

## Exhibit 2

Edited Budget Presented June  
12, 2018

# PA/PTA Proposed Budget

PA/PTA: MUST BE FILED WITH THE PRINCIPAL BY THE JUNE PA/PTA MEETING  
PRESIDENTS' COUNCIL: MUST BE FILED WITH THE SUPERINTENDENT BY THE JUNE COUNCIL MEETING

Please check and complete only one:

- PA/PTA School Name: BROOKLYN PUBLIC SCHOOL 9 PTA INC. District or Borough: KINGS
- Presidents' Council District or Borough: \_\_\_\_\_

ANTICIPATED INCOME	
Anticipated Income Source	Anticipated Amount
Beginning Balance as of 7/1/20 _____	\$ <u>100,000</u>
Membership Dues	\$ <u>n/a</u>
List below all other anticipated sources of income. List each planned fundraising activity separately. Include all gifts and contributions received. <sup>1</sup> Amounts listed must be expected gross receipts, not profits.	
<i>e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.</i>	
	\$
	\$
<u>SEE ATTACHED</u>	\$
<u>BUDGET</u>	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Anticipated Income for the period</b>	
	\$ <u>202,050</u>

<sup>1</sup> Attach a page containing additional lines, if needed to account for all sources of anticipated income.

# PA/PTA Proposed Budget

## ANTICIPATED EXPENSES

Anticipated Expenses<sup>2</sup> – Itemize each anticipated expense on a separate line. A single fundraising activity may involve more than one expense. Include anticipated donations to the school/district and identify the proposed purpose for all donations.<sup>3</sup>

*e.g., Payment to ABC Photography for picture sale services, postage for mailings, printing costs, etc.*

**Amount**

	\$
	\$
	\$
	\$
	\$
SEE ATTACHED	\$
	\$
BUDGET	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Anticipated Expenses for the period	\$ 202,050
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## ANTICIPATED FUND BALANCE AS OF 6/30/20

Total Anticipated Income (including Beginning Balance) – Total Anticipated Expenses = Anticipated Fund Balance

Total Anticipated Income from Page 1:	Total Anticipated Expenses from Page 2:	<b>=</b>	<b>Anticipated Fund Balance:</b>
\$ 302,050	\$ 202,050		\$ 100,000

Date Proposed Budget Form was distributed to Members:	6/12/18
Date Proposed Budget Form was distributed to the Principal/Superintendent:	
Prepared By (print): DARLON COLEMAN	
President Signature:	Date: 6/12/18
Treasurer Signature:	Date: 6/12/18

<sup>2</sup> Expenses are any payments for goods or services provided to a vendor, store, business, etc., including reimbursements to members following the submission of receipts for out of pocket expenses.

<sup>3</sup> Attach a page containing additional lines, if needed to account for all anticipated expenses.



## 2018-19 PTO Budget Proposal

	<u>Current Year Actuals 5/15/18</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
<b>Income</b>			
<b>Direct Appeal</b>			
Parent Donations	120,795.51	144,000.00	131,200.00
Corporate Match	8,713.90	6,000.00	8,000.00
Direct Appeal - Other	2,010.00	0.00	0.00
<b>Total Direct Appeal</b>	<u>131,519.41</u>	<u>150,000.00</u>	<u>139,200.00</u>
<b>Direct Public Grants</b>			
Foundation and Trust Grants	7,500.00	-18,600.00	7,500.00
<b>Total Direct Public Grants</b>	<u>7,500.00</u>	<u>-18,600.00</u>	<u>7,500.00</u>
<b>Fund. Activities and Donations</b>			
Primary Kids	19.08	0.00	0.00
PTA Fun Run	0.00	0.00	400.00
Paypal Giving Fund	6.76	0.00	0.00
PTO Merchandise	134.50	3,000.00	2,000.00
Schoola	163.14	1,000.00	150.00
Box Tops	898.60	300.00	300.00
Amazon Payments	4,115.84	5,000.00	5,000.00
Fairway Cards	383.99	0.00	0.00
Fund. Activities and Donations - Other	0.00	500.00	500.00
<b>Total Fund. Activities and Donations</b>	<u>5,721.91</u>	<u>9,800.00</u>	<u>8,350.00</u>
<b>Events Income</b>			
Events Income - Due to PS9	2,908.58	0.00	0.00
Events Income - Other	47,019.06	45,700.00	47,000.00
<b>Total Events Income</b>	<u>49,927.64</u>	<u>45,700.00</u>	<u>47,000.00</u>
<b>Other Types of Income</b>			
Reimbursement	11,543.00	0.00	0.00
Interest	65.36	0.00	0.00
Other Types of Income - Other	82.71	0.00	0.00
<b>Total Other Types of Income</b>	<u>11,691.07</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Income</b>	<u>206,360.03</u>	<u>186,900.00</u>	<u>202,050.00</u>
<b>Cost of Goods Sold</b>			
<b>Event Expenses Direct</b>			
Consultant	1,105.00	400.00	SEE EVENT EXPENSES SCHEDULE
Tickets Purchased	0.00	153.00	
Goods Purchased for Resale	2,890.46	3,829.14	
Purchased Food	836.75	309.56	
Event Expenses Direct - Other	0.00	0.00	
<b>Total Event Expenses Direct</b>	<u>4,832.21</u>	<u>4,691.70</u>	
<b>Cost of Sales - Inventory</b>	<u>0.00</u>	<u>0.00</u>	
<b>Total COGS</b>	<u>4,832.21</u>	<u>4,691.70</u>	<u>4,850.00</u>
<b>Gross Profit</b>	<u>201,527.82</u>	<u>182,208.30</u>	<u>197,200.00</u>





## 2018-19 PTO Budget Proposal

Expense	Current Year Actuals 5/15/18	2017-18 Budget	2018-19 Budget
Tax Expense	0.00	0.00	0.00
<b>CC Processing Fees</b>			
Eventbrite	0.00	0.00	SEE EVENT EXPENSES SCHEDULE
WE Pay	14.80	0.00	
Benevity	0.00	0.00	
NY Charities	178.05	256.14	
Square	180.75	177.55	
Paypal	1,221.84	872.41	
CC Processing Fees - Other	17.80	0.00	
<b>Total CC Processing Fees</b>	1,613.24	1,306.10	1,700.00
<b>Event Expenses Indirect</b>			
Supplies	1,309.80	1,867.34	SEE EVENT EXPENSES SCHEDULE
Posters, Flyers and Adv.	321.68	1,258.35	
Room Rental	914.00	500.00	
Dues and Subscriptions	476.00	464.00	
Equipment Rental	3,007.50	6,462.51	
<b>Total Event Expenses Indirect</b>	6,028.98	10,552.20	10,000.00
<b>PTO Administration</b>			
Postage, Mailing Service	6.65	0.00	50.00
Accounting	0.00	0.00	100.00
Banking Fees	5.00	100.00	50.00
Printing/Copies/Communication	2,062.30	2,000.00	2,000.00
Meeting Refresh/Childcare	516.00	800.00	800.00
Office Supplies	408.07	500.00	800.00
Liability Insurance	0.00	900.00	900.00
PTO Administration - Other	0.00	0.00	0.00
<b>Total PTO Administration</b>	2,998.02	4,300.00	4,700.00
<b>Awards and Grants</b>			
<b>Community Building Activities</b>			
5th Grade Dance	0.00	300.00	0.00
Border Crossers	0.00	1,600.00	0.00
Hispanic Heritage (A.I.R)	0.00	1,000.00	1,000.00
Harvest Festival	103.01	500.00	0.00
Cinco De Mayo (A.I.R)	0.00	1,000.00	1,000.00
Black History Month Events	0.00	450.00	550.00
S.T.E.A.M. Night	1,073.06	1,500.00	1,500.00
Real Men Read	1,584.00	1,250.00	1,250.00
Testing Breakfast	890.22	1,000.00	1,000.00
Staff /Teacher Appreication	0.00	500.00	500.00
Curriculum Night	0.00	200.00	0.00



## 2018-19 PTO Budget Proposal

	<u>Current Year Actuals 5/15/18</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
<b>New Family Tea</b>	0.00	200.00	0.00
<b>Middle School Prep</b>	0.00	300.00	300.00
<b>Community Outreach Activities</b>	309.60	500.00	500.00
<b>Graduation Supplies</b>	0.00	1,500.00	1,500.00
<b>New Parent Mixer</b>	0.00	0.00	350.00
<b>Girls S.T.E.A.M.</b>			1,250.00
<b>Community Building Activities - Other</b>	0.00	0.00	0.00
<b>Total Community Building Activities</b>	<u>3,959.89</u>	<u>11,800.00</u>	<u>10,700.00</u>
<b>Education Support</b>			
<b>Enrichment Consultants</b>			
<b>OmniLearn</b>	34,650.00	28,000.00	40,000.00
<b>Studio in a School</b>	3,375.00	21,000.00	3,500.00
<b>Ballroom Dancing</b>	0.00	9,000.00	9,000.00
<b>Marquis Studios</b>	31,543.00	36,300.00	36,300.00
<b>Playworks</b>	23,250.00	30,500.00	32,000.00
<b>Garden Educator - Grant</b>	0.00	5,000.00	7,500.00
<b>Enrichment Consultants - Other</b>	0.00	0.00	0.00
<b>Total Enrichment Consultants</b>	<u>92,818.00</u>	<u>129,800.00</u>	<u>128,300.00</u>
<b>School/Administration Support</b>			
<b>Silent Auction Deposit</b>	500.00	1,000.00	1,000.00
<b>School-wide Literacy</b>	8,318.55	9,000.00	9,000.00
<b>Classroom Supplies</b>	7,379.12	9,600.00	9,600.00
<b>School/Administration Support - Other</b>	0.00	0.00	0.00
<b>Total School/Administration Support</b>	<u>16,197.67</u>	<u>19,600.00</u>	<u>19,600.00</u>
<b>Enrichment Support</b>			
<b>Garden Supplies</b>	384.13	1,000.00	1,000.00
<b>Cluster Enrichment Supplies</b>	16,621.34	2,700.00	2,000.00
<b>Science Fair</b>	1,680.49	1,500.00	1,500.00
<b>Lunch Time Enrichment</b>	1,026.65	1,000.00	1,000.00
<b>Enrichment Support - Other</b>	0.00	0.00	0.00
<b>Total Enrichment Support</b>	<u>19,712.61</u>	<u>6,200.00</u>	<u>5,500.00</u>
<b>Trip Support</b>			
<b>Trip Support Schoola</b>			
<b>5th Grade</b>	0.00	900.00	900.00
<b>3rd Grade</b>	900.00	900.00	900.00
<b>2nd Grade</b>	1,400.00	900.00	900.00
<b>Pre-K</b>	0.00	500.00	500.00
<b>Kindergarten</b>	3,220.00	900.00	900.00
<b>1st Grade</b>	3,120.00	900.00	900.00
<b>4th Grade</b>	0.00	900.00	900.00
<b>Trip Support Schoola - Other</b>	0.00	0.00	0.00
<b>Total Trip Support Schoola</b>	<u>8,640.00</u>	<u>5,900.00</u>	<u>5,900.00</u>



## 2018-19 PTO Budget Proposal

	Current Year Actuals 5/15/18	2017-18 Budget	2018-19 Budget
Science Trip (Trout)	2,752.68	2,400.00	2,400.00
Robotics	944.58	1,000.00	1,000.00
5th Grade Trip (Buses)	0.00	4,400.00	4,400.00
5th Grade Trip (Sponsorship)	0.00	1,000.00	1,000.00
<b>Testing Time Field Trips</b>			
Test Trips Kindergarten	5,237.00	666.66	666.66
Test Trips 1st grade	2,087.00	666.67	666.67
Test Trips 2nd grade	4,039.00	666.67	666.67
Testing Time Field Trips - Other	475.00	0.00	0.00
<b>Total Testing Time Field Trips</b>	<b>11,838.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>Trip Support - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Trip Support</b>	<b>24,175.26</b>	<b>16,700.00</b>	<b>16,700.00</b>
<b>Education Support - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Education Support</b>	<b>152,903.54</b>	<b>172,300.00</b>	<b>170,100.00</b>
<b>Awards and Grants - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Awards and Grants</b>	<b>156,863.43</b>	<b>184,100.00</b>	<b>180,800.00</b>
<b>Total Expense</b>	<b>167,503.67</b>	<b>200,258.30</b>	<b>197,200.00</b>
<b>Net Income</b>	<b>34,024.15</b>	<b>-18,050.00</b>	<b>0.00</b>



## 2018-19 PTO Budget Proposal

Schedule of Expenses by Event		
	Expense	Anticipated Income
Event Expenses - Indirect	10,000.00	0.00
Event Expenses - Direct	4,850.00	0.00
Credit Card Fees	1,700.00	0.00
<b>TOTAL UNALLOCATED</b>	<b>16,550.00</b>	<b>0.00</b>
Direct Appeal	1,000.00	139,200.00
<b>TOTAL DIRECT APPEAL</b>	<b>1,000.00</b>	<b>139,200.00</b>
Merchandise	1,000.00	2,000.00
<b>TOTAL ACTIVITIES</b>	<b>1,000.00</b>	<b>2,000.00</b>
Movie Nights	750.00	1,750.00
Bounce Carnival	7,500.00	19,400.00
Pumpkin Patch	1,500.00	2,500.00
Election Day Bake Sale	250.00	750.00
Pancake Breakfasts	500.00	1,250.00
Spring Plant Sale	1,700.00	3,500.00
Valentines Dance	350.00	1,850.00
Jazz Night	2,000.00	5,000.00
1st Day Supply Packs	0.00	4,000.00
Barnes and Noble	0.00	500.00
School Photos	0.00	3,000.00
Used Book Sale	0.00	1,200.00
5k Run	0.00	400.00
Cyclones Game	0.00	1,000.00
Other Events	0.00	900.00
<b>TOTAL EVENTS</b>	<b>14,550.00</b>	<b>47,000.00</b>
<b>TOTAL ALLOCATED</b>	<b>16,550.00</b>	<b>188,200.00</b>