



**PITTSBURGH COLFAX K-8
PARENT TEACHER
ORGANIZATION**

**PTO Meeting
Colfax Library
May 15, 2024**



AGENDA

1. Welcome & Introductions
2. Vote on PTO Board for 24/25 Year
3. Financial Results YTD
4. Vote on 24/25 Budget
5. Recent Happenings
6. Upcoming Events
7. Questions



WELCOME & INTRODUCTIONS

PTO Board:

President - Kelly Anderson

Treasurer - Ross Ingram

Asst Treasurer - Julie Kapsch

Communications - Liz Savage

Teacher Representative - Mrs. King

Principals - Dr. Woods, Mrs. Mason,
Mrs. Murphy

Events - Sarah Grubb & Ghazal Tajdini

Secretary - Karen McNabb

Fundraising - Lisa Zur

Volunteer Coordination - Ashley Ingram



NEXT YEAR

PTO Board:

President - Kelly Anderson

Treasurer - Julie Kapsch

Asst Treasurer - Nicole Capararis,
Gina Kaplan

Communications - Liz Savage

Outreach - Ghazal Tajdini

Teacher Representative - Mrs. Filipek

Principals - Dr. Woods, Mrs. Mason,
Mrs. Murphy

VP Events - Brittany Low

Teacher Appreciation - Megan Larsen

Secretary - Karen McNabb

Fundraising - Donnese Tyler

Volunteer Coordination - Ashley Ingram



PLEASE VOTE

- Vote to approve Assistant Treasurer Role being shared by 2 people
- Opportunity for additional nominees for open positions
- Vote to approve slate of nominees for next year



FINANCIALS (1/3) - REVENUE GENERATING ACTIVITY

Budget Performance Report (Revenue-Generating Expenses): Generated on 05/13/2024, 12:23:15				
Approved Budget	Total Expenses	Total Revenue	Total Net	
\$ 29,450.00	\$ (12,218.31)	\$ 78,168.54	\$ 65,950.23	
Budget Line Item	Actual Expenses	Actual Revenues	Actual Net	Itemized Transactions (since 3/9/2024 at 9:32am)
Direct Donation	\$ (410.29)	\$ 27,980.00	\$ 27,569.71	\$25 general donation; (\$0.99) paypal fees
Corporate Giving	\$ -	\$ 12,194.60	\$ 12,194.60	
Party-4-Play Fundraiser	\$ (1,777.35)	\$ 12,025.00	\$ 10,247.65	\$11,725 ticket sales; (\$1350) venue fee; (\$24.20) advertisement; (\$322) catering service; (\$81.15) flowers
Spiritwear Fundraiser	\$ (5,786.87)	\$ 8,840.00	\$ 3,053.13	\$2930 tshirt revenue (spring sale); (\$2258.55) merchandise purchased; (\$24.20) advertisement
PTO Board Inventory Spring Fundraiser	\$ -	\$ 7,680.00	\$ 7,680.00	\$7680 auction sales
Family Fun Run	\$ (1,043.70)	\$ 2,489.28	\$ 1,445.58	
Direct Donation Spring Fundraiser	\$ -	\$ 2,351.00	\$ 2,351.00	\$2351 individual donations
Corporate Giving Spring Fundraiser	\$ -	\$ 2,250.00	\$ 2,250.00	\$2250 sponsorships
Fall Fest Event	\$ (1,755.41)	\$ 1,568.00	\$ (187.41)	
Movie Night Event	\$ (595.21)	\$ 784.00	\$ 188.79	
Citizens Bank Interest	\$ -	\$ 6.66	\$ 6.66	\$1.96 monthly interest
Ice Skating Event	\$ (849.48)	\$ -	\$ (849.48)	

FINANCIALS (2/3) - NON REVENUE GENERATING ACTIVITY

Budget Performance Report (Non-Revenue-Generating Expenses): Generated on 05/13/2024, 12:25:26				
Approved Budget	Total Expenses	Total Revenue	Total Net	
\$ 62,440.00	\$ (34,468.00)	\$ 309.00	\$ (34,159.00)	
Budget Line Item	Actual Expenses	Actual Revenues	Actual Net	Itemized Transactions (since 3/9/2024 at 9:32am)
Unfinished Business	\$ (5,697.73)	\$ 40.00	\$ (5,657.73)	
Classroom Supplies Teacher Grants	\$ (5,100.00)	\$ -	\$ (5,100.00)	
Colfax Musical	\$ (3,755.00)	\$ -	\$ (3,755.00)	(\$515) show kit purchase
Frick Environmental Center	\$ (3,200.00)	\$ -	\$ (3,200.00)	
Community and Student Welfare	\$ (3,170.17)	\$ -	\$ (3,170.17)	(\$126) snacks kindergarten night; (\$431.53) design club supplies; (\$59.16) playground meetup supplies; (\$406.08) supplies art show
Colfax Garden	\$ (3,000.00)	\$ -	\$ (3,000.00)	
Teacher-Staff Luncheon	\$ (1,868.88)	\$ -	\$ (1,868.88)	
Middle School Dance	\$ (1,750.23)	\$ -	\$ (1,750.23)	
Back-to-School Spiritwear Purchases	\$ (1,733.03)	\$ -	\$ (1,733.03)	
Chess Club	\$ (1,200.00)	\$ -	\$ (1,200.00)	(\$1200) program fee
Field Trips	\$ (741.48)	\$ -	\$ (741.48)	(\$241.48) busing for shakespeare competition; (\$500) movie auditorium rental grade four
Back-to-School Night	\$ (692.03)	\$ 269.00	\$ (423.03)	
Frick Pittsburgh	\$ (668.70)	\$ -	\$ (668.70)	
Constant Contact	\$ (424.90)	\$ -	\$ (424.90)	(\$424.90) yearly subscription
Insurance	\$ (385.00)	\$ -	\$ (385.00)	
PTO Board Discretion	\$ (381.82)	\$ -	\$ (381.82)	(\$225.25) supplies vip day
PBIS Rewards Online Store	\$ (299.27)	\$ -	\$ (299.27)	
Babysitting	\$ (140.00)	\$ -	\$ (140.00)	
Tax Preparation Services	\$ (100.85)	\$ -	\$ (100.85)	
Google Workplace	\$ (97.99)	\$ -	\$ (97.99)	(\$15.40) monthly subscription fee
PTO Meetings	\$ (60.92)	\$ -	\$ (60.92)	(\$20.17) advertisement

FINANCIALS (3/3)

				Beginning Ledger Balance
Balance Report	Accounted	Pending	Ledger	7/1/2023
<i>Generated on 05/14/2024, 20:21:01</i>	\$ 129,493.08	\$ -	\$ 128,361.75	\$ 96,570.52
Account	Itemized Balances			Itemized (Ledger)
Citizen/2279	\$ 84,909.04	\$ (1,131.33)	\$ 83,777.71	\$ 70,496.92
Citizen/4313	\$ 16,108.70	\$ -	\$ 16,108.70	\$ 16,102.04
Cash Box 1	\$ 150.00	\$ -	\$ 150.00	\$ -
Cash Box 2	\$ 200.00	\$ -	\$ 200.00	\$ -
Paypal	\$ 28,125.34	\$ -	\$ 28,125.34	\$ 9,971.56
Venmo	\$ -	\$ -	\$ -	\$ -
Square	\$ (0.00)	\$ -	\$ (0.00)	\$ (0.00)

* Please vote to approve YTD Financials *

SUMMARY OF FINANCES AS OF 5/15/24

- YTD our Revenue Generating activities fundraising have netted \$66k of profit
- All other expenses are around \$34k YTD
- Profit YTD ~\$32k
- Expected expenses for rest of year ~\$25k:
 - Field trips
 - Musical
 - Carnival & Art Show
 - Teacher Appreciation Week
- Expect to end year around \$5k net profit, depending on end of year expenses

2024/25 BUDGET

PROPOSAL - Colfax K-8 PTO Fiscal Year 2025 Budget: July 1, 2024 - June 30, 2025		
CATEGORY	ITEM	EXPENSES
REVENUE-GENERATING EXPENSES		
Fundraising	Spring Fundraiser	\$10,000.00
	Spiritwear	\$6,000.00
Middle Level Fundraising Administration	Overnight Trip Fundraisers (non-pto event)	\$8,000.00
TOTAL REVENUE-GENERATING EXPENSES, FOR APPROVAL:		\$24,000.00
NON-REVENUE-GENERATING EXPENSES		
Educational Enrichment	Colfax Musical	\$14,000.00
	Frick Environmental Center	\$6,000.00
	Colfax Garden	\$6,000.00
	Field Trips	\$5,000.00
	Chess Club	\$3,600.00
	Frick Pittsburgh	\$3,000.00
	STEAM Enrichment	\$1,000.00
Support to Teachers	Classroom Supplies Teacher Grants	\$6,500.00
PTO Board Discretion	PTO Board Discretion	\$5,500.00
Support to School	School Assemblies	\$5,000.00
	PBIS Rewards Software	\$2,500.00
	Facilities and Supplies	\$1,500.00
	PBIS Store Items	\$1,000.00

2024/25 BUDGET

Community and Student Welfare	Spiritwear for Students	\$5,000.00
	Cobra CARES Outreach	\$5,000.00
	Community and Student Welfare	\$3,000.00
	Middle School Dance	\$2,000.00
Community Events	Carnival	\$5,000.00
	Teacher Appreciation Events	\$3,000.00
	Fall Fest	\$2,500.00
	Fun Run	\$1,500.00
	Movie Nights	\$1,150.00
	Ice Skating	\$1,000.00
	Back-to-School Night	\$500.00
	PTO Meetings	\$500.00
	Playground Meetups	\$400.00
	Art Show	\$300.00
PTO Administration	Tax Preparation Services	\$1,000.00
	IPowerProPlus (www.colfaxpto.org)	\$500.00
	Constant Contact	\$400.00
	Insurance	\$400.00
	Printing/Marketing	\$250.00
	Video Conference Subscription	\$100.00
	Google Workplace	\$100.00
Accounting	Restricted Funds	\$15,000.00
	Restricted Funds	(\$15,000.00)
TOTAL NON-REVENUE-GENERATING EXPENSES, FOR APPROVAL:		\$94,200.00

2024/25 BUDGET

- Planning \$48k of net funds raised through Ask Drive, Spring Fundraiser, Spiritwear
- Planning \$85k net expenses from everything else (this year's budget was ~\$75k)
- Big Additions to budget vs last year
 - \$5k Cobra CARES - Outreach Committee
 - \$5k Assemblies at Dr Woods request
- Most other line items are staying basically flat
- Would result in \$35-40k spend down of PTO funds if all line items spent to budget (expected balance at end of this year will be \$95-100k)

RECENT HAPPENINGS - SPRING SPIRITWEAR

- 113 items sold
- \$671 profit

Fall Spiritwear - budget includes shirts for all students, plus we will still sell sweatshirts and shirts for parents/loved ones

Would love to hear design ideas!



RECENT HAPPENINGS - APRIL COMMUNICATOR



April issue available online

Final issue will be last week of school

Thanks to Bee Schindler for volunteering to be Editor for next year

Would love to hear article/content ideas or have parent or student written articles

RECENT HAPPENINGS - AFTER DARK AFFAIR

130+ attendees
\$19k+ net profit
raised for the PTO



Thanks to Jen
Bigham and Julie
Kapsch for their
efforts



We hope everyone
had a great time!
Thanks for your
support!



RECENT HAPPENINGS - ART SHOW

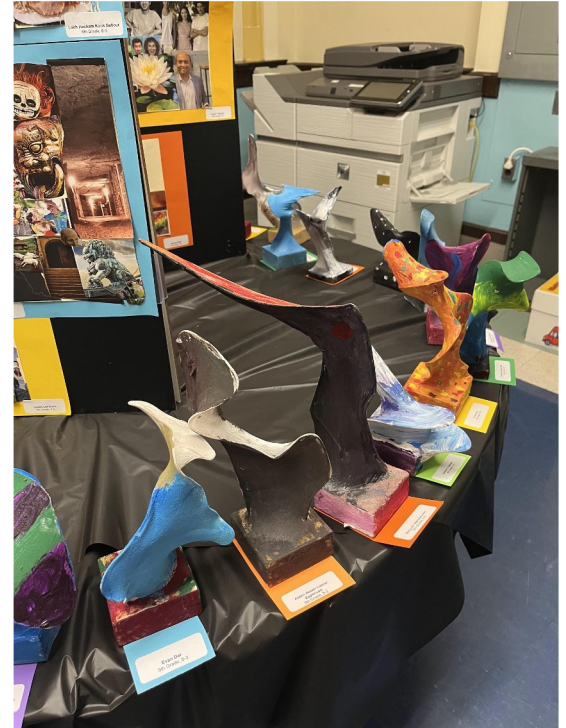


Over 200 attendees!

Thanks to Ms Miller who makes such beautiful art with the students!

And to Robin Taylor and Sarah Grubb who mounted every piece of art of display!

Look in PTO email for Donors Choose project for Ms Miller.



RECENT HAPPENINGS - TEACHER APPRECIATION WEEK



May 6-10 2024

TEACHER & STAFF APPRECIATION WEEK

Thank you for going above and beyond for our Colfax students! We appreciate all that you do!

Monday: Breakfast (breakfast sandwiches + coffee & juice, 7:30-9:00)

Tuesday: Lunch (Pizza & Salad, Lunch periods)

Wednesday: Afternoon treats (delivered to classrooms, 12:00-2:00)

Thursday: Dessert (Cake and Cookies, Lunch periods)

Friday: Breakfast (Parfait Bar, 7:30-9:00)

Thanks to Ghazal Tajdini for organizing the week and to the many volunteers who helped out!



MIDDLE SCHOOL MUSICAL

Opening night tomorrow!

Thursday 5/16 6pm, Saturday 5/16 6pm,
Sunday 5/19 2pm

Show run time ~75 minutes with an
intermission

Come out to support our Middle School
participants!

Purchasing your tickets online in advance
will help us plan and will help the line go
quicker!

Pittsburgh Colfax K-8 presents



Music by
Alan Menken
Lyrics by
Howard Ashman and Glenn Slater
Book by
Doug Wright
Based on the Hans Christian Andersen story
and the Disney film

Music Adapted and Arranged by
David Weinstein

Directed by
Alyce Edwards

Thursday, May 16, 2024, 6:00 p.m.

Saturday, May 18, 2024, 6:00 p.m.

Sunday, May 19, 2024, 2:00 p.m.

Colfax Gymnasium
Doors open 30 minutes before performances

Tickets can be purchased in advance online
<https://www.zeffy.com/en-US/ticketing/4bc1c4c69-0ce7-4189-925b-7b6e05e04b3>

\$4 for students \$8 for adults

Tickets purchased at the door are cash only



Disney's "The Little Mermaid JR." is presented through special
arrangement with and all author and materials are supplied by Music Theatre International,
421 West 54th Street, New York, NY 10019
©1997, music and all other materials © 2019 Theatrical
Financial Group and MTI Broadway music collections are trademarks.

CARNIVAL

- Tuesday, June 4
- Food for purchase
- Dunk tank & inflatables
- Nationality tables to represent diversity of Colfax
- Last year more than 300 people attended - sold out of food in 45 minutes
- HELP NEEDED for this year!



CARNIVAL - VOLUNTEERS NEEDED

Set-up after school - 5+ people

Food prep & sale - 4+ people per shift (45 minute shifts)

Supervision of Inflatables - 3 per shift

Dunk tank supervision - 2 per shift

Craft assistance - 2 per shift



VOLUNTEER RECOGNITION BREAKFAST

Friday, June 7 during dropoff (8-9am)

We have had a terrific year, thanks only to the help of our tireless volunteers!

Please stop by and grab a cup of coffee and a muffin with appreciation for your help this year!



NEXT STEPS

- This is the last PTO Meeting of the year!
- See you next year!
- We'll start planning over the summer for next year's
 - Spiritwear designs
 - Event & Activity Schedule
 - Fundraisers



THANK YOU FOR COMING!

What questions/comments do you have?

Contact us!

Kelly Anderson president@colfaxpto.org

Liz Savage communications@colfaxpto.org

Ashley Ingram volunteers@colfaxpto.org

Ross Ingram treasurer@colfaxpto.org

Sarah Grubb events@colfaxpto.org

