



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

**PTO Meeting
Colfax Library
September 13, 2023**



AGENDA

1. Welcome & Introductions
2. What we do
3. Upcoming Events
4. How to get involved
5. Fundraising and Financial Overview
6. How to stay informed
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



WHAT WE DO

Through the generosity of our community, we are able to support many important initiatives for our school:

Educational Enrichment - Field Trips, Frick Environmental Center, Frick Museum, Grow Pittsburgh Garden, Middle School Musical, PBIS Rewards

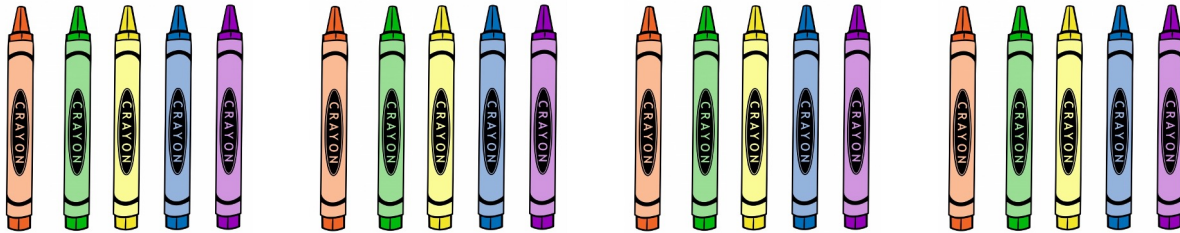
Support to Teachers - \$100/teacher grants for classroom supplies, Teacher Appreciation events, Volunteer coordination for classroom help

Community Events - Fall Fest, Movie Nights, Ice Skating, Student Art Show, Spring Carnival



YOUR PTO DONATIONS ALREADY AT WORK

- Teacher breakfast on their first day of the new year
- \$100 supply grants offered to teachers for use in their classroom (31 given out as of Sept 11)
- Additional purchase of triangular crayons for Kindergarteners
- Frick Environmental Center field trips starting next week for 1st graders - first of four planned for the year



UPCOMING COMMUNITY EVENTS AND PTO ACTIVITIES

Friday 9/22 - Movie Night *

Saturday 9/23 - Playground Meetup

Saturday 10/7 - PTO Table at Sq Hill Night Market

Sunday 10/8 - Playground Meetup

Wednesday 10/18 - Fall Fest *

Saturday 11/4 - Playground Meetup

Wednesday 11/8 - Next PTO Meeting

* Volunteer Assistance Needed!

ALL FREE
to attend!

COLFAX PTO PRESENTS
FAMILY MOVIE NIGHT
FRIDAY SEPT 22
Colfax Gym and Cafeteria. Enter through glass doors
Doors open at 6pm Movies start ~6:15pm

FREE ADMISSION

Pre-registration is appreciated!
<https://colfaxpto.square.site/>

Please bring pillows or blankets for the floor. Chairs should be kept to the back and the sides of the room



Based on the bestselling series

This is not a drop off event. All students **MUST** have a responsible adult with them. Students causing disruptions will be asked to leave.

Complimentary popcorn available while supplies last. Other concessions available for **cash** purchase. To pre-order a whole plain pizza for pickup at the movie (\$15) go to <https://colfaxpto.square.site/>. Must pre-order before Thurs 9/21 at 5pm.
Contact Sarah Grubb with questions srherrie@gmail.com



NEW EVENT FOR 2023-24: TURKEY TROT AND POTLUCK

- Sunday before Thanksgiving - November 19
- Fun run followed by potluck meal
- Seeking community input on:
 - Should this be a community event or fundraiser?
 - T-shirt or other item for registered runners?
 - Length of race/ course
- Planning committee volunteers needed



WAYS TO GET INVOLVED

Ongoing Volunteer Opportunities

- Homeroom Representative
- Recess Volunteer
- Tour Guide
- Help in the school office

Special Events - day of help needed

- Movie Night
- Fall Fest
- Turkey Trot

Committee Help needed

- Quarterly Newsletter
- Adult fundraiser in Spring - planning committee
- Additional Communications help - Facebook management or Website updates



Submit your information for the 2023-24 Student and Family Directory

Look for Fall Spiritwear Sale to begin in late September!

Next Community PTO meeting: Wednesday, November 8 in East Hills

FUNDRAISING

Historically we have held two main fundraisers

- Ask Drive in December
- Adult Only fundraising party in the Spring

Plus

- Spiritwear Sale (Colfax Merchandise) in Spring and Fall



2023-24 SPIRITWEAR PREVIEW



New items
this year!



Youth and
Adult Sizes

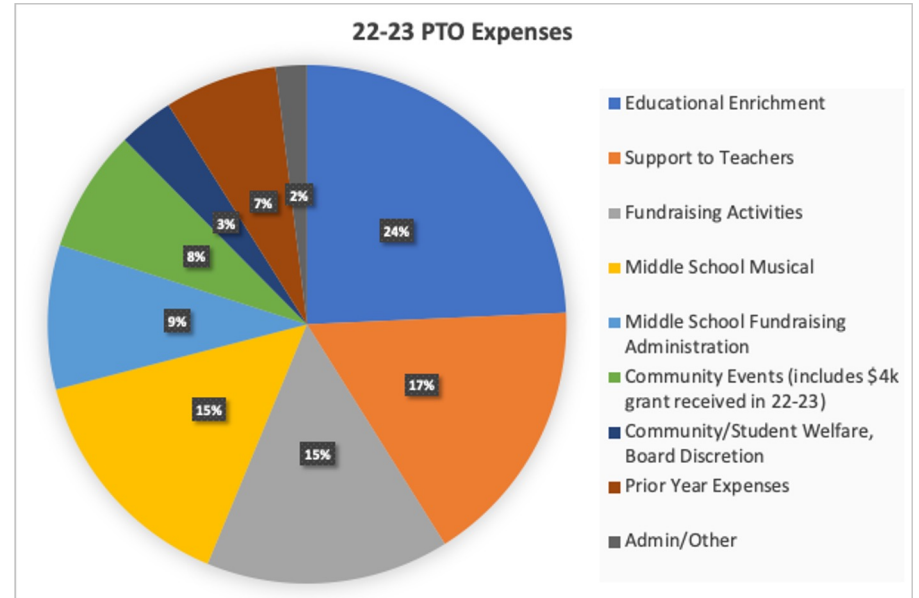


Sale to begin
End of
September



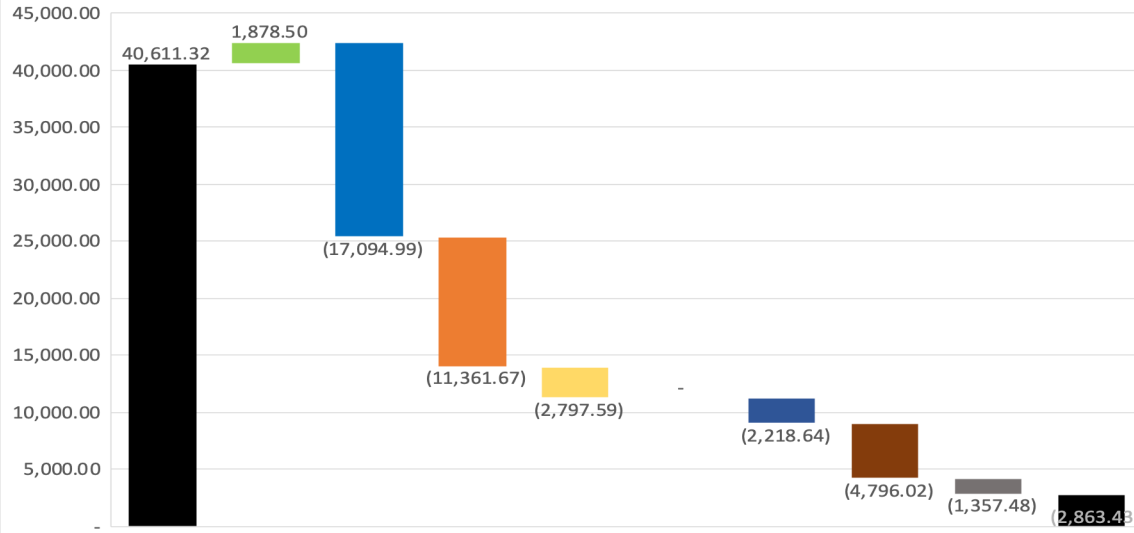
2022-23 EXPENSES

Educational Enrichment	17,094.99
Support to Teachers	11,819.51
* Fundraising Activities	10,683.76
* Middle School Musical	10,342.64
* Middle School Fundraising Administration	6,327.35
* Community Events	5,383.85
Community/Student Welfare, Board Discretion	2,421.64
Prior Year Expenses	4,946.41
Admin/Other	1,365.20
	70,385.35
* Expenses fully or partially covered by revenue received	



2022-23 NET FINANCIAL IMPACT

PTO 2022-23 Net Income and Spending



Started the year with \$93,707 in our accounts

Our fundraising covered all our expenses and left us with \$2,863, so our end of year balance was \$96,571

\$15k of the account balances is set aside for playground updates

Remaining \$81k is used to cover this year's expenses, in order to not rely on current year fundraising

	Fundraising Activities	Community Events (includes \$4k grant received in 22-23)	Educational Enrichment	Support to Teachers	Middle School Musical	Middle School Fundraising Administration	Community/Student Welfare, Board Discretion	Prior Year Expenses	Admin/Other	Net
Revenue	51,295.08	7,262.35	-	457.84	7,545.05	6,327.35	203.00	150.39	7.72	73,248.78
Expenses	10,683.76	5,383.85	17,094.99	11,819.51	10,342.64	6,327.35	2,421.64	4,946.41	1,365.20	70,385.35
Net	40,611.32	1,878.50	(17,094.99)	(11,361.67)	(2,797.59)	-	(2,218.64)	(4,796.02)	(1,357.48)	(2,863.43)

2023-24 FINANCIAL FORECAST

23-24 Approved PTO Budget	
Educational Enrichment	31,500.00
Support to Teachers	9,500.00
* Fundraising Activities	18,350.00
* Middle School Musical	7,000.00
* MS Fundraising Admin	8,000.00
* Community Events	8,710.00
Community/Student Welfare, Board Discretion	6,000.00
Prior Year Expenses	-
Admin/Other	2,830.00
	91,890.00

Approved budget for 2023-24 was for \$91,890 of expenses.

Fundraising events will be:

- Ask Drive
- Adult Fundraiser Party of some sort
- Spiritwear

FY2023 BALANCE REPORT - END OF YEAR

Account	Ledger Balance	Pending	Available Balance
Memo	\$ -	\$ -	\$ -
Petty Cash	\$ -	\$ -	\$ -
Citizen/2279	\$ 70,496.92	\$ -	\$ 70,496.92
Citizen/4313	\$ 16,102.04	\$ -	\$ 16,102.04
Paypal	\$ 9,971.56	\$ -	\$ 9,971.56
Venmo	\$ -	\$ -	\$ -
Square	\$ (0.00)	\$ -	\$ -
Cash Box 1	\$ -	\$ -	\$ -
Cash Box 2	\$ -	\$ -	\$ -
Totals:	\$ 96,570.52	\$ -	\$ 96,570.52

FY2023 BUDGET PERFORMANCE REPORT (1/2)

Category	Item	Budgeted Expenses	Actual Revenues	Actual Expenses	Actual Net Profit (Loss)	NOTES (transactions since 6/8/2023)
Fundraising	Party-4-Play Fundraiser	\$ 7,900.00	\$ 16,076.93	\$ (9,819.87)	\$ 6,257.06	
Fundraising	Spiritwear Fundraiser	\$ 6,000.00	\$ 2,454.01	\$ (457.50)	\$ 1,996.51	\$160 inventory sales
Fundraising	Carnival Fundraiser	\$ 5,000.00	\$ 1,768.00	\$ (2,286.50)	\$ (518.50)	ADMINISTRATIVE CHANGE: recategorized (\$242.53) (busing) and(413.75) (dunk tank) and (\$1594.42) (concessions and supplies) and (\$27.34) (ice purchase) FROM "community first grant"
Fundraising	Sarris Candies Fundraiser	\$ 3,300.00	\$ 6,327.35	\$ (6,327.35)	\$ -	
Fundraising	Direct Donation	\$ 900.00	\$ 24,982.54	\$ (400.92)	\$ 24,581.62	ADMINISTRATIVE CHANGE: recategorized \$2500 from corporate giving
Fundraising	Corporate Giving	\$ -	\$ 7,876.95	\$ (5.47)	\$ 7,871.48	ADMINISTRATIVE CHANGE: recategorized \$2500 to direct donation
Fundraising	Movie Night	\$ 800.00	\$ -	\$ (77.84)	\$ (77.84)	ADMINISTRATIVE CHANGE: recategorized (\$77.84) FROM "community first grant"
Fundraising	Ice Skating	\$ 800.00	\$ -	\$ (731.49)	\$ (731.49)	ADMINISTRATIVE CHANGE: recategorized (\$630) FROM "community first grant"
Community Event (Programs)	Middle School Dance	\$ 3,500.00	\$ -	\$ (1,195.92)	\$ (1,195.92)	
Community Event (Programs)	PTO Meetings	\$ 675.00	\$ -	\$ -	\$ -	
Community Event (Programs)	Movie Night Licensing	\$ 500.00	\$ -	\$ (610.00)	\$ (610.00)	
Community Event (PTO Board Discretion)	Student Welfare	\$ 500.00	\$ -	\$ (1,017.00)	\$ (1,017.00)	
Community Event (PTO Board Discretion)	Community Welfare	\$ 1,000.00	\$ 203.00	\$ (805.03)	\$ (602.03)	ADMINISTRATIVE CHANGE: recategorized (\$310.36) (art show concessions) FROM "community first grant"
Enrichment Programs	Colfax Musical	\$ 7,000.00	\$ 7,545.05	\$ (10,342.64)	\$ (2,797.59)	
Enrichment Programs	Colfax Garden	\$ 6,000.00	\$ -	\$ (6,000.00)	\$ (6,000.00)	(\$3000) spring program fees
Enrichment Programs	Frick Environmental Center	\$ 6,000.00	\$ -	\$ (2,800.00)	\$ (2,800.00)	
Enrichment Programs	Frick Pittsburgh	\$ 5,000.00	\$ -	\$ (2,929.10)	\$ (2,929.10)	
Enrichment Programs	Chess Club	\$ 3,000.00	\$ -	\$ (1,326.00)	\$ (1,326.00)	
Enrichment Programs	PBIS Rewards Software	\$ 2,000.00	\$ -	\$ -	\$ -	
Enrichment Programs	Overnight Trip (Mid-Level)	\$ 2,000.00	\$ -	\$ -	\$ -	
Enrichment Programs (PTO Board Discretion)	Field Trips	\$ 10,000.00	\$ -	\$ (2,070.55)	\$ (2,070.55)	(\$181.47) kindergarten; (\$721) eighth grade
Enrichment Programs (PTO Board Discretion)	Classroom Supplies Teacher Grants	\$ 6,500.00	\$ -	\$ (9,100.00)	\$ (9,100.00)	(\$100) gift cards
Enrichment Programs (PTO Board Discretion)	PBIS Rewards Online Store	\$ 500.00	\$ -	\$ (305.36)	\$ (305.36)	(\$62.82) inventory
Enrichment Programs (PTO Board Discretion)	STEAM Enrichment	\$ 2,000.00	\$ -	\$ (468.06)	\$ (468.06)	
Enrichment Programs (PTO Board Discretion)	School Infrastructure	\$ 1,000.00	\$ -	\$ -	\$ -	

FY2023 BUDGET PERFORMANCE REPORT (2/2)

Category	Item	Budgeted Expenses	Actual Revenues	Actual Expenses	Actual Net Profit (Loss)	NOTES (transactions since 6/8/2023)
Discretionary Spending	PTO Board Discretion	\$ 5,500.00	\$ -	\$ (3,022.43)	\$ (3,022.43)	
PTO Operating Expenses	Name Change	\$ 750.00	\$ -	\$ -	\$ -	
PTO Operating Expenses	Professional Services	\$ 470.00	\$ -	\$ (100.85)	\$ (100.85)	
PTO Operating Expenses	Babysitting	\$ 360.00	\$ -	\$ -	\$ -	
PTO Operating Expenses	Technology	\$ 350.00	\$ -	\$ (378.00)	\$ (378.00)	(\$378) yearly membership fee
PTO Operating Expenses	Insurance	\$ 385.00	\$ -	\$ (385.00)	\$ (385.00)	
PTO Operating Expenses	PO BOX	\$ 134.00	\$ -	\$ -	\$ -	
PTO Operating Expenses	Web Hosting	\$ 120.00	\$ -	\$ (401.76)	\$ (401.76)	
PTO Operating Expenses	Commemoratives	\$ 100.00	\$ -	\$ -	\$ -	
PTO Operating Expenses	Video Conference	\$ 100.00	\$ -	\$ -	\$ -	
PTO Operating Expenses	Google G Suite	\$ 60.00	\$ -	\$ (99.59)	\$ (99.59)	(\$7.70) monthly membership; CORRECTION: (\$1.28) expense added, incorrectly entered "\$6.42" as membership fee in previous report whereas the fee is now actually (\$7.70)
Accounting	Restricted Funds	\$ 15,000.00	\$ -	\$ -	\$ -	
Accounting	Restricted Funds	\$ (15,000.00)	\$ -	\$ -	\$ -	
Accounting	Unfinished Business	\$ 5,000.00	\$ 150.39	\$ (4,946.41)	\$ (4,796.02)	
Accounting	Reserve Funds	\$ 5,000.00	\$ -	\$ -	\$ -	
Accounting	Correction	\$ -	\$ -	\$ -	\$ -	
Investment Income	Citizens Bank Interest	\$ -	\$ 7.72	\$ -	\$ 7.72	\$0.75 interest paid
Community Event (Programs)	Fall Fest	\$ 1,500.00	\$ 1,399.00	\$ (1,367.56)	\$ 31.44	
Community Event	Community First Grant	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	(\$1594.42) carnival fundraiser; (\$27.34) ice for carnival fundraiser; CORRECTION: recategorized (\$101.49) to from ice skating event; CORRECTION: recategorized (\$610) from movie night licensing
Community Event	Teacher-Staff Luncheon	\$ -	\$ 457.84	\$ (607.15)	\$ (149.31)	
			Total Revenue	Total Expenses	Net Total	
		\$ 105,704.00	\$ 73,248.78	\$ (70,385.35)	\$ 2,863.43	

FY2024 BALANCE REPORT AS OF 9/10/2023

Account	Ledger Balance	Pending	Available Balance
Memo	\$ -	\$ -	\$ -
Petty Cash	\$ -	\$ -	\$ -
Citizen/2279	\$ 78,859.31	\$ (1,011.07)	\$ 77,848.24
Citizen/4313	\$ 16,103.32	\$ -	\$ 16,103.32
Paypal	\$ 11,915.87	\$ -	\$ 11,915.87
Venmo	\$ -	\$ -	\$ -
Square	\$ 42.78	\$ -	\$ 42.78
Cash Box 1	\$ 150.00	\$ -	\$ 150.00
Cash Box 2	\$ 150.00	\$ -	\$ 150.00
Totals:	\$ 107,221.28	\$ (1,011.07)	\$ 106,210.21

FY2024 BUDGET PERFORMANCE REPORT

Category	Item	Budgeted Expenses	Actual Revenues	Actual Expenses	Actual Net Profit (Loss)	TRANSACTIONS (since 6/30/2023)
Contributions	Corporate Giving	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00	\$9500 company match
Fundraising	Party-4-Play Fundraiser	\$ 8,500.00	\$ -	\$ -	\$ -	
Fundraising	Spiritwear Fundraiser	\$ 200.00	\$ -	\$ -	\$ -	
Fundraising	Carnival Event	\$ 5,000.00	\$ -	\$ -	\$ -	
Fundraising	Fall Fest Event	\$ 1,500.00	\$ -	\$ -	\$ -	
Fundraising	Movie Night Event	\$ 800.00	\$ 45.00	\$ (2.22)	\$ 42.78	\$45 pizza pre-purchase; (\$2.22) square transaction fee
Fundraising	Ice Skating Event	\$ 800.00	\$ -	\$ -	\$ -	
Inventory	PTO Board Inventory	\$ 3,500.00	\$ -	\$ -	\$ -	
Contributions	Direct Donation	\$ 900.00	\$ 9,500.00	\$ (40.29)	\$ 9,459.71	\$9500 general donation; (\$40.29) paypal transaction fee
Gaming	Games of Chance	\$ 250.00	\$ -	\$ -	\$ -	
Other Transactions	Overnight Trip Fundraisers (non-ptο event)	\$ 8,000.00	\$ -	\$ -	\$ -	
Educational Programs	Field Trips	\$ 8,000.00	\$ -	\$ -	\$ -	
Educational Programs	Colfax Musical	\$ 7,000.00	\$ -	\$ -	\$ -	
Educational Programs	Colfax Garden	\$ 6,000.00	\$ -	\$ -	\$ -	
Educational Programs	Frick Environmental Center	\$ 6,000.00	\$ -	\$ -	\$ -	
Educational Programs	Frick Pittsburgh	\$ 5,000.00	\$ -	\$ -	\$ -	
Educational Programs	Chess Club	\$ 3,000.00	\$ -	\$ -	\$ -	
Enrichment and Facilities	Classroom Supplies Teacher Grants	\$ 6,500.00	\$ -	\$ (3,100.00)	\$ (3,100.00)	31 x \$100 gift cards
Enrichment and Facilities	PBIS Rewards Software	\$ 2,000.00	\$ -	\$ -	\$ -	
Community Events	Back-to-School Spiritwear Purchases	\$ 5,000.00	\$ -	\$ -	\$ -	
Community Events	Community and Student Welfare	\$ 3,500.00	\$ 269.00	\$ (1,324.53)	\$ (1,055.53)	(\$317.98) back to school backpacks; (\$480) pizza purchases back to school night; \$269 concession sales back to school night; (\$314.52) crayons for second grade; (\$118.14) inventory back to school night; (\$93.89) supplies back to school night
Community Events	Middle School Dance	\$ 1,500.00	\$ -	\$ -	\$ -	
Community Events	Movie Night Licensing	\$ 610.00	\$ -	\$ -	\$ -	
Community Events	PTO Meetings	\$ 675.00	\$ -	\$ -	\$ -	
Community Events	Babysitting	\$ 360.00	\$ -	\$ -	\$ -	
Other Expenses	PTO Board Discretion	\$ 5,500.00	\$ -	\$ (911.50)	\$ (911.50)	(\$775) staff back to school breakfast; (\$136.50) sq hill night market booth
Communications	IPowerProPlus (www.colfaxpto.org)	\$ 400.00	\$ -	\$ -	\$ -	
Communications	Constant Contact	\$ 350.00	\$ -	\$ -	\$ -	
Communications	Video Conference Subscription	\$ 100.00	\$ -	\$ -	\$ -	
Communications	Google Workplace	\$ 90.00	\$ -	\$ (15.40)	\$ (15.40)	(\$15.40) monthly subscription fee
Operations	Tax Preparation Services	\$ 470.00	\$ -	\$ -	\$ -	
Operations	Insurance	\$ 385.00	\$ -	\$ (385.00)	\$ (385.00)	(\$385) yearly membership
Accounting	Restricted Funds	\$ 15,000.00	\$ -	\$ -	\$ -	
Accounting	Restricted Funds	\$ (15,000.00)	\$ -	\$ -	\$ -	
Accounting (new item)	Citizens Bank Interest	\$ -	\$ 1.28	\$ -	\$ 1.28	\$1.28 monthly interest
Unfinished Business (new item)	Unfinished Business	\$ -	\$ 40.00	\$ (3,936.65)	\$ (3,896.65)	ENRICHMENT PROGRAMS (FY2023): (\$865.21) busing frick pittsburgh; (\$484.52) busing heinz hall; (\$436.92) busing phipps; (\$2150) yearly renewal pbis rewards software SPIRITWEAR FUNDRAISER (FY2023): \$40 for 2 x tshirts
	Total Budgeted	\$ 91,890.00	\$ 19,314.00	\$ (5,778.94)	\$ 9,639.69	

WAYS TO STAY INFORMED

- Email list @ www.colfaxpto.org
- Connect with your child's Homeroom Representative
- Look for backpack flyers & fence posters
- Download Talking Points App to receive communications from the school and your child's teachers directly
- Come to another PTO meeting! 2nd Wednesday of:
 - November
 - January
 - March
 - May



THANK YOU FOR COMING!

What questions/comments do you have?

Contact us!

Kelly Anderson president@colfaxpto.org

Ashley Ingram volunteers@colfaxpto.org

Sarah Grubb events@colfaxpto.org

