



Annual PA/PTA Financial Report

MUST BE FILED WITH THE PRINCIPAL BY JUNE 30th

School Name: PS/IS 217M

District or Borough: Manhattan

INCOME	
Income Source	Amount
Beginning Balance as of <u>7/1/2017</u>	\$188,657.28
Membership Dues	\$n/a
List below all other sources of income. List each fundraising activity separately. Include all gifts and contributions received. ¹ Amounts listed must be gross receipts, not profits.	
<i>e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.</i>	
see attached	\$
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	\$
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	\$
	\$
	\$
	\$
	\$
Total Income for the period	
\$\$225,161.19	

¹ Attach a page containing additional lines, if needed to account for all sources of income.

EXPENSES

Expenses² – Itemize each expense incurred during the period on a separate line. A single fundraising activity may involve more than one expense. Include PA/PTA donations to the school and identify the purpose for all donations. ³ <i>e.g., Payment to ABC Photography for picture sale services, postage for PA/PTA mailings, PA/PTA literature printing costs, etc.</i>	Amount
see attached	\$
	\$
	\$
	\$
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Total Expenses for the period	\$215,473.05

FUND BALANCE AS OF 6/30/20__

Total Income (including Beginning Balance) – Total Expenses = Fund Balance			
Total Income from Page 1:	-	Total Expenses from Page 2:	= Fund Balance:
\$413,818.47	-	\$215,473.05	\$198,345.42

Date Annual Financial Report was distributed to Members: 2 July 2018	
Date Annual Financial Report was distributed to the Principal: 2 July 2018	
Prepared By (print):	
President Signature: <i>John Durstone</i>	Date: <i>July 2nd 2018</i>
Treasurer Signature: <i>[Signature]</i>	Date: 2 July 2018

² 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.

³ Attach a page containing additional lines, if needed to account for all expenses.

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
<u>Income</u>			
<u>Donations</u>			
4010 - Individual contributions			
		Total for 4010 - Individual contributions	\$81,136.20
4020 - Corporate (non-matching) contributions			
		Total for 4020 - Corporate (non-matching) contributions	\$500.00
4030 - Corporate matching contributions			
		Total for 4030 - Corporate matching contributions	\$2,918.00
<u>Other Income</u>			
4100 - Interest Earned			
		Total for 4100 - Interest Earned	\$11.12
4110 - Internet shopping revenue			
		Total for 4110 - Internet shopping revenue	\$1,894.51
4115 - Web site/social media ads etc.			
		Total for 4115 - Web site/social media ads etc.	\$139.00
4120 - Box tops			
		Total for 4120 - Box tops	\$504.00
4199 - Miscellaneous income			
		Total for 4199 - Miscellaneous income	\$45.64
<u>Grants</u>			
		Total for grants	\$20,875.00
<u>Special events/Fundraisers</u>			
4610 - Bake sales			
		Total for 4610 - Bake sales	\$1,482.30
4620 - Popcorn sales			
		Total for 4620 - Popcorn sales	\$1,494.77
4631 - Fall book fair (Scholastic)			
		Total for 4631 - Fall book fair (Scholastic)	\$7,960.00
4632 - Spring book fair (Scholastic)			
		Total for 4632 - Spring book fair (Scholastic)	\$6,622.75
4633 - Book sales (non-Scholastic)			
		Total for 4633 - Book sales (non-Scholastic)	\$536.27
4640 - Fall festival			
		Total for 4640 - Fall festival	\$8,375.06
4700 - Saturday marketplace			
		Total for 4700 - Saturday marketplace	\$29,040.00
4710 - School supply & agenda sale			
		Total for 4710 - School supply & agenda sale	\$13,500.00
4722 - Middle school dance			
		Total for 4722 - Middle school dance	\$51.00
4730 - School spirit store			
		Total for 4730 - School spirit store	\$2,573.00
4740 - Talent show			
		Total for 4740 - Talent show	\$873.00
4750 - Mets game			
		Total for 4750 - Mets game	\$6,042.16
4760 - Music program concerts			
		Total for 4760 - Music program concerts	\$938.00
4770 - Read-a-thon			
		Total for 4770 - Read-a-thon	\$3,050.70
4780 - Field day			

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
		Total for 4780 - Field day	\$4,307.00
4800 - International dinner		Total for 4800 - International dinner	\$5,382.27
4900 - Silent auction		Total for 4900 - Silent auction	\$24,909.44
		Total Income	\$225,161.19
<u>Expense</u>			
<u>Administrative/Operations Expenses</u>			
5020 - Advertising			
	11/08/2017	middle school banner & brochures	\$181.49
		window clings	\$56.21
	11/08/2017	craigslist ad for recruitment	\$45.00
	11/08/2017	red bus ads	\$450.00
	04/18/2018	ad for recruitment	\$45.00
	06/20/2018	ad to hire employee	\$45.00
		Total for 5020 - Advertising	\$822.70
5030 - Insurance			
	01/10/2018	ins acct no 10006268	\$568.00
	02/01/2018		\$568.00
	02/15/2018	refund of erroneous insurance payment	-\$568.00
		Total for 5030 - Insurance	\$568.00
5050 - Subscriptions, website, email blast			
	10/11/2017	accounting software subscription	\$347.61
	11/08/2017	madmimi, 12 mos	\$209.04
	02/01/2018	mail merge	\$24.00
		tax return	\$38.00
	03/15/2018	weebly & domain name	\$216.00
		Total for 5050 - Subscriptions, website, email blast	\$834.65
5110 - Credit card/ACH fees for donations			
		Total for 5110 - Credit card/ACH fees for donations	\$1,648.55
5111 - Credit card/ACH fees for events/sales			
	10/06/2017	Monster Bash Ticket Sales	\$10.95
	11/06/2017	Monster Bash ticket sales	\$112.32
	02/23/2018	Mets ticket sales	\$11.08
	03/15/2018	Auction card fees	\$1.60
		Mets card fees	\$38.36
	03/24/2018	Auction fees	\$111.56
	03/25/2018	Auction fees	\$49.12
	03/26/2018	Auction fees	\$29.18
	03/27/2018	Auction fees	\$5.70
	03/28/2018	auction fees	\$1.73
	03/29/2018		\$4.10
	03/31/2018		\$10.55
	04/03/2018		\$20.52
	04/04/2018		\$0.96
	04/09/2018		\$2.28
	04/11/2018		\$3.32
	04/17/2018	Mets ticket sales	\$147.04

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
	04/17/2018	auction tickets	\$100.72
	04/27/2018		\$1.26
	05/03/2018		\$0.63
	05/13/2018	t-shirts	\$0.63
	05/15/2018	Mets ticket sales	\$24.12
	05/21/2018	t-shirts	\$2.52
	05/22/2018	t-shirts	\$1.89
	06/06/2018		\$0.61
	06/14/2018		\$4.86
	06/26/2018		\$137.20
	06/26/2018		\$1.00
		Total for 5111 - Credit card/ACH fees for events/sales	\$835.81
5310 - Office supplies			
	09/13/2017	copy paper	\$478.36
	10/11/2017	checks	\$51.79
	10/11/2017	packing tape	\$37.53
	11/08/2017	paper for events	\$14.34
	11/08/2017	cabinet lock	\$9.79
	02/14/2018	stamps	\$98.00
	03/15/2018		\$22.50
	04/18/2018		\$104.13
	05/09/2018		\$58.80
	06/20/2018		\$10.83
		Total for 5310 - Office supplies	\$886.07
5320 - Copying, mailing, printing			
	09/19/2017	GF flyer, Mendez printing	\$480.00
	09/19/2017	flyer design for GF fundraiser	\$300.00
	01/10/2018	trifold printing for open house	\$75.50
		Total for 5320 - Copying, mailing, printing	\$855.50
5340 - Equipment			
	09/28/2017	carts	\$228.60
	11/08/2017	stanchions	\$53.13
	01/10/2018	coin sorter	\$200.00
	01/10/2018	shredder (share with school office)	\$148.04
	05/09/2018	sound system	\$2,321.88
	06/20/2018	ipod for speakers	\$179.99
		Total for 5340 - Equipment	\$3,131.64
5399 - Misc. administrative expenses			
	10/11/2017	address change	\$20.00
	12/14/2017	Contribution transaction for batch NYCharities 2017	\$1.97
	01/16/2018	Contribution transaction for batch NYCharities 2018	\$1.97
		Total for 5399 - Misc. administrative expenses	\$23.94
Special events/Fundraiser expenses			
5610 - Bake sales & food items for sale			
	11/08/2017	juice	\$29.37
	04/18/2018	auction bake sale	\$192.01
		Total for 5610 - Bake sales & food items for sale	\$221.38
5620 - Popcorn sales			
	11/08/2017	popcorn supplies	\$134.24
	02/14/2018	popcorn, 100th day	\$49.87
	03/15/2018		\$101.87

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
	04/18/2018	popcorn	\$49.87
	05/09/2018	popcorn	\$107.76
	06/20/2018	popcorn bags & popcorn	\$134.02
		Total for 5620 - Popcorn sales	\$577.63
5631 - Fall book fair (Scholastic)			
	09/13/2017	supplies	\$700.00
	10/11/2017	book fair supplies	\$41.09
	10/13/2017	October Book Fair	\$6,493.65
		Total for 5631 - Fall book fair (Scholastic)	\$7,234.74
5632 - Spring book fair (Scholastic)			
	06/20/2018		\$6,296.93
		Total for 5632 - Spring book fair (Scholastic)	\$6,296.93
5650 - Movie nights			
		movie night supplies	\$99.81
		Total for 5650 - Movie nights	\$99.81
5640 - Fall festival			
	10/06/2017	fall festival supplies	\$519.32
	10/11/2017	fall festival printing	\$74.40
	10/13/2017	Bounce House for Monster Bash	\$700.00
	11/08/2017	pizza	\$69.68
	11/08/2017	games, supplies, decorations	\$282.37
		Total for 5640 - Fall festival	\$1,645.77
5690 - Christmas tree fundraiser			
	11/08/2017	Christmas tree pod rental	\$537.94
	12/04/2017	posters for Christmas tree sale	\$50.00
	12/07/2017	Xmas Tree Ad	\$265.00
		Total for 5690 - Christmas tree fundraiser	\$852.94
5710 - School supply & agenda sale			
	09/28/2017	bag tags	\$506.95
		labels	\$9.23
	10/13/2017	Agendas	\$585.00
	10/16/2017	School Supply Sale	\$81.99
		Total for 5710 - School supply & agenda sale	\$1,183.17
5722 - Middle school dance			
	05/09/2018	MS dance dj	\$1,150.00
		Total for 5722 - Middle school dance	\$1,150.00
5730 - School spirit store			
	11/08/2017	t-shirts	\$362.50
	11/08/2017	t-shirts	\$135.00
		Total for 5730 - School spirit store	\$497.50
5740 - Talent show			
	03/15/2018	printing	\$5.00
		Total for 5740 - Talent show	\$5.00
5750 - Mets game			
	10/13/2017	20% Down payment	\$500.00
	12/05/2017	mets tix reimbursement	\$1,555.00
	04/18/2018	Mets tix	\$5,430.00
	05/09/2018	mets	\$35.00
		Total for 5750 - Mets game	\$7,520.00
5760 - Music program concerts			
	09/28/2017	spring piano concert	\$360.00

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
		Total for 5760 - Music program concerts	\$360.00
5770 - Read-a-thon			
	02/14/2018	read-a-thon awards	\$105.96
		Total for 5770 - Read-a-thon	\$105.96
5780 - Field day			
	09/28/2017	balloons	\$56.97
	05/09/2018	trophies	\$249.50
	06/20/2018	field day supplies	\$197.45
		watermelon for field day	\$16.73
	06/20/2018	field day supplies	\$871.49
	06/20/2018	field day generator	\$566.75
		field days snacks, noisemakers	\$887.08
	06/20/2018	field day shirts	\$3,472.50
		Total for 5780 - Field day	\$6,318.47
5800 - International dinner			
	7/14/17	Int'l dinner	\$151.30
	06/08/2018		\$949.09
	06/20/2018	int'l dinner supplies	\$52.61
	06/20/2018	juice, water	\$126.69
		Total for 5800 - International dinner	\$1,279.69
5900 - Silent auction			
	09/28/2017	auction ad	\$335.00
	02/06/2018	Auction DJ	\$1,150.00
	03/15/2018	Wire ad for auction	\$265.00
		printing	\$32.00
		supplies	\$23.56
	03/15/2018	glow sticks, supplies	\$73.11
	03/15/2018	Highlights magazine subscription	\$41.60
	04/18/2018	Bidding Owl fee	\$745.22
		Paypal Pro	\$30.00
		auction tablecloths	\$57.98
	04/18/2018		\$87.28
	04/18/2018	auction glow supplies	\$111.86
	05/09/2018	paypal pro fee	\$30.00
		Total for 5900 - Silent auction	\$2,982.61
5999 - Other events			
	03/15/2018	Pi Day middle school event	\$74.86
	04/18/2018	open house trifold	\$45.00
		Total for 5999 - Other events	\$119.86
<u>Enrichment programs</u>			
6110 - Ballroom dance			
	05/09/2018	5th grade ballroom	\$1,325.00
		Total for 6110 - Ballroom dance	\$1,325.00
6120 - Yoga/Movement			
	04/18/2018	movement for K&1st	\$2,730.00
	06/20/2018	yoga/movement	\$2,600.00
		Total for 6120 - Yoga/Movement	\$5,330.00
6130 - Dancewave			
	02/14/2018	2nd grade hiphop residency	\$5,100.00
		Total for 6130 - Dancewave	\$5,100.00
6151 - MSTDA African dance			

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
	11/08/2017	African dance, 3rd grade	\$6,800.00
		Total for 6151 - MSTDA African dance	\$6,800.00
6152 - MSTDA Theater Games	01/10/2018	theater games part 1, 6/7/8 grades	\$2,925.00
	05/09/2018	MS theater games	\$4,250.00
		Total for 6152 - MSTDA Theater Games	\$7,175.00
6160 - Salvadori Center	11/08/2017		\$15,000.00
	05/09/2018		\$15,000.00
		Total for 6160 - Salvadori Center	\$30,000.00
6180 - IDig2Learn	04/18/2018	iDig2Learn	\$7,100.00
		Total for 6180 - IDig2Learn	\$7,100.00
6190 - Opera/Musical Theater	7/3/17	Young Audiences 4th gr theater	\$3,120.00
	05/09/2018	4th grade musical residency	\$6,750.00
		Total for 6190 - Opera/Musical Theater	\$9,870.00
6210 - Studio in a School	02/14/2018	14 week residency	\$6,300.00
		Total for 6210 - Studio in a School	\$6,300.00
6220 - RazKids	09/19/2017	licensing fee K-3	\$1,234.35
		Total for 6220 - RazKids	\$1,234.35
6230 - Music Together	11/08/2017		\$7,200.00
	05/09/2018	k, pre-k	\$8,100.00
		Total for 6230 - Music Together	\$15,300.00
6300 - Field trips	02/14/2018	NY historical tours	\$120.00
		Total for 6300 - Field trips	\$120.00
<u>In-School programs</u>			
6510 - Teacher appreciation	09/28/2017	lanyards	\$250.69
	09/28/2017	clipboards	\$527.76
	01/10/2018	end-of-year gifts	\$279.87
	05/09/2018	fruit for teachers	\$232.98
	05/09/2018	tote bags	\$476.70
	05/09/2018	Truva, teacher appreciation lunch. \$700 + tip	\$830.00
		Total for 6510 - Teacher appreciation	\$2,598.00
6520 - Teacher/staff meals & food	03/15/2018	quality review day lunches	\$1,543.47
	03/15/2018	quality review day pastries	\$25.00
	06/20/2018	staff breakfasts	\$78.74
	06/20/2018	breakfast for supt./D2 principals visit	\$209.32
		Total for 6520 - Teacher/staff meals & food	\$1,856.53
6540 - Test prep materials	11/08/2017	test prep shortfall 2016-17	\$1,359.00
	02/14/2018	literacy & math centers	\$129.21
		Total for 6540 - Test prep materials	\$1,488.21
6550 - Classroom & school-office supplies & equipment	7/28/17	guidance office materials	\$109.07

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
	09/19/2017	baskets for lunch boxes	\$424.80
	09/28/2017	4th grade	\$221.01
		classroom supplies	\$168.32
	10/11/2017	card stock, letter trays, paper holder for school o	\$160.61
	10/11/2017	middle school cameras	\$228.59
		middle school supplies	\$69.95
		pre-k supplies, popcorn	\$90.49
	11/08/2017	paper holder for rm 418	\$19.71
		school office supplies	\$66.27
	11/08/2017	frame	\$119.99
	12/04/2017	blocks for pre-k	\$44.76
		ethernet cables	\$23.90
		microphones & cords	\$306.00
	01/10/2018	furniture	\$59.99
		pre-k play-doh	\$33.01
		printer cartridges	\$23.99
		red folders	\$73.50
	01/18/2018	amplifiers for auditorium	\$248.85
	02/14/2018	3rd grade supplies	\$453.11
	02/14/2018	pre-k toys	\$85.99
		tangrams grade 1	\$45.74
		time card racks, expo markers for 4th/5th	\$314.15
	02/14/2018	stamps, tape for pre-k	\$21.68
	02/14/2018	study texts	\$277.74
		website subscription, guided texts	\$25.00
	03/15/2018	printing software, vacuum, display rails	\$142.35
	04/18/2018	chairs, microphones	\$185.89
	04/18/2018		\$162.04
	04/18/2018		\$70.00
	05/09/2018	folders	\$73.45
		paint for MS	\$24.12
		pre-k duplo	\$47.98
		repair tools	\$31.99
		tower fans	\$1,232.79
	05/09/2018	teacher planners	\$360.34
	05/09/2018	grade 1 magazines	\$39.96
	06/20/2018	burner for pre-k cooking class	\$58.38
	06/20/2018	class book sets	\$1,858.83
	06/20/2018	spanish program	\$214.24
		Total for 6550 - Classroom & school-office supplies & equipment	\$8,218.58
6580 - PBIS/Dare to Care	6/30/17	dare to care store supplies	\$404.57
	09/18/2017	dare to care store supplies	\$358.40
	10/11/2017	PBIS backpacks	\$55.98
	11/08/2017	halloween candy	\$77.99
	12/04/2017	PBIS store items	\$225.30
	03/15/2018		\$248.00
	03/15/2018	pizza for pbis	\$49.00
	03/15/2018	middle school pbis snacks	\$39.92
	04/18/2018	dare to care store	\$287.92
	06/20/2018	dare to care prizes	\$512.43

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
	06/20/2018	field day activity for pbis	\$72.09
	06/20/2018	field day activity for pbis	\$179.02
		Total for 6580 - PBIS/Dare to Care	\$2,510.62
6590 - School beautification			
	09/13/2017	lobby bins	\$163.86
	09/18/2017	mural	\$751.45
	09/19/2017	rug cleaner	\$149.99
	09/19/2017	plants	\$984.00
	09/28/2017	rug cleaner	\$25.98
		rugs	\$886.16
	02/14/2018	signs for nurse office	\$32.76
	05/09/2018	mulch, garden supplies	\$700.00
	06/20/2018	school beautification	\$698.87
		Total for 6590 - School beautification	\$4,393.07
6600 - Professional development			
	7/5/17	PD, MS leadership council travel	\$40.00
	11/08/2017	books	\$67.77
	12/04/2017	working PD lunch	\$25.14
	01/10/2018	PD working lunch	\$34.49
	01/10/2018	staff breakfast 12/22/17	\$296.20
	01/10/2018	staff breakfast 12/22/17	\$92.04
	02/14/2018	2nd grade PD lunch	\$39.58
	02/14/2018	1st grade PD lunch	\$60.75
	02/14/2018	PD texts	\$53.04
	06/20/2018	staff breakfast	\$350.00
		summer books for teachers	\$1,995.60
	06/21/2018	curriculum books k-1 reading/writing	\$2,900.57
		Total for 6600 - Professional development	\$5,955.18
6700 - Library			
	12/05/2017	library labels for MS ELA	\$70.70
	12/07/2017	Library Furniture	\$5,498.01
	02/14/2018	labels for library	\$790.00
	03/15/2018	library books	\$3,363.46
		Total for 6700 - Library	\$9,722.17
6750 - Music			
	7/14/17	musical instruments	\$9,495.20
	11/08/2017	instrument repair	\$955.00
	11/08/2017	band cabinet	\$3,927.00
	12/05/2017	trumpets	\$3,997.00
	12/14/2017	chairs for music room	\$3,898.22
	06/20/2018	music festival entry fees	\$250.00
		Total for 6750 - Music	\$22,522.42
6800 - Science			
	7/11/17	science supplies	\$45.82
	11/08/2017	science meeting refreshments	\$68.16
	12/04/2017	science supplies	\$87.37
		Total for 6800 - Science	\$201.35
6850 - Art			
	12/04/2017	art supplies	\$379.17
	04/18/2018	art supplies	\$392.06
		Total for 6850 - Art	\$771.23

Income & Expenses, 1 July 2017 to 30 June 2018

Name	Date	Note	Amount
6905 - In-school PE			
	01/10/2018	parachutePayment for account 6905 - In-school I	\$817.83
	04/18/2018	MS trophies	\$475.89
	05/09/2018	basketball equipment for Mr Hardy	\$402.37
	06/20/2018	TV/Wii	\$1,017.46
		Total for 6905 - In-school PE	\$2,713.55
6920 - Lice check/prevention			
	01/18/2018	lice	\$1,090.00
	02/14/2018		\$1,050.00
	02/14/2018	licenders	\$150.00
	05/09/2018	2018-19 contract	\$2,992.50
		Total for 6920 - Lice check/prevention	\$5,282.50
6930 - Citizenship programs			
	01/22/2018	fair&square anti-bullying, 4th grade	\$600.00
	05/09/2018	K-2 safe touch workshop	\$375.00
		Total for 6930 - Citizenship programs	\$975.00
<u>School events</u>			
7010 - Welcome back coffee/breakfast			
	8/3/17	snacks, MS event	\$91.61
	09/19/2017		\$334.67
	10/11/2017	welcome breakfast	\$223.27
		Total for 7010 - Welcome back coffee/breakfast	\$649.55
7050 - 8th grade graduation			
	6/30/17	MS Dance	\$865.00
	7/14/17	copying, mailing, MS Dance	\$22.50
	7/14/17	graduation banners	\$96.45
	09/19/2017	graduation banners	\$96.45
	09/28/2017	water	\$6.20
	06/20/2018	paper for diplomas	\$16.99
	06/20/2018	graduation favors	\$302.10
		Total for 7050 - 8th grade graduation	\$1,405.69
7060 - Family engagement events			
	06/20/2018	family workshop	\$400.00
		Total for 7060 - Family engagement events	\$400.00
7070 - Orientations			
	06/20/2018	orientation folders	\$58.73
	06/20/2018	printing for orientation	\$38.00
		Total for 7070 - Orientations	\$96.73
		Total Expense	\$215,473.05
		Net Income (Expense)	\$9,688.14
<u>Summary</u>			
Beginning Fund Balance			\$188,657.28
Ending Fund Balance			\$198,345.42