

Kings Park/ Kings Glen PTA FY 2024 Budget Report

Annual Budget for General Membership Approval (9.5.24)

Funds available at beginning of financial year (07/01/2024)			\$58,741.15
1. Receipts/Fundraising	Budgeted Income	Budgeted Expenses	Budget Net
Baskets Bonanza/Baskets and Bingo <i>Projected income increased from FY 23-24 by \$2,000 based on FY 23-24 actual income (\$7,824.13). Increased expenses from \$2,000 to \$2,500 based of FY 23-24 actual expenses (\$2,131.93).</i>	\$7,000.00	-\$2,500.00	\$4,500.00
Boosterthon <i>Income includes fundraiser goal and community sponsorships. Budgeted expenses will include T-shirts (corporate sponsorships did not cover full expense in FY23-24), % owed to Booster and nightly challenge prizes.</i>	\$70,000.00	-\$24,500.00	\$45,500.00
Business Donations	\$200.00	-	\$200.00
Individual Donations <i>From donations collected at BTS events, website donations and miscellaneous donations. For FY23-23 this also included voiding five stale checks that never cleared from over one and a half years ago.</i>	\$100.00	-	\$100.00
School Supply Kits <i>Estimated Income based on numbers of supply kits purchased thus far if the PTA received \$1 for each supply kit sold.</i>	\$300.00	-	\$300.00
Spirit Nights <i>Decreased by \$500 to align with FY 23-24 actual income. Note. Some income for previous year spirit nights are collected after the close of the FY and applied to the subsequent FY.</i>	\$4,000.00	-	\$4,000.00
Spiritwear <i>Decreased by \$100 to align with FY23-24 income (824.94). Added \$200 in expenses incase minimum purchases are not met.</i>	\$800.00	-\$200.00	\$600.00
School Yearbook <i>2023-24 proceeds from Kings Park Yearbook sales. Actual income at time of budget build. Note. This is not a fundraiser, proceeds are "commission" from yearbook company, and funds will be placed in general fund for use by both schools.</i>	\$421.00	-	\$421.00
Purchase Program Disbursements			
Givebacks Genie	\$50.00	-	\$50.00
Benevity Programs	\$20.00	-	\$20.00
Walmart Spark Good <i>Board will seek to set up Walmart Spark Good program account in FY 24-25 where participants can round up in checkout or in the app.</i>	\$25.00	-	\$25.00
Purchase Program Disbursements Totals	\$95.00	-	\$95.00
1. Receipts/Fundraising Totals	\$82,916.00	-\$27,200.00	\$55,716.00
2. Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Administration <i>Paper, checks, stamps, etc. Increased due to cost of items and to align with FY23-24 actual expenses (\$1,078.95).</i>	-	-\$1,100.00	-\$1,100.00
Insurance <i>Renewal is due by 9/25/24. \$377.78 is estimated quote. No change from FY 23-24</i>	-	-\$377.78	-\$377.78
Accounting Software (Money Minder) <i>Actual Expense at time of Budget Build. Renewed annually.</i>	-	-\$199.59	-\$199.59
PTA Website Administration <i>Webhosting, SSL certificate renewal, updates etc.</i>	-	-\$300.00	-\$300.00
Zoom Subscription <i>Actual Expense at time of Budget Build. Annual subscription renewal. Increased from FY23-24 expense of \$96.70.</i>	-	-\$101.95	-\$101.95

2. Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Volunteer Recognitions	-	-\$125.00	-\$125.00
Board Discretionary Fund <i>Brochures for staff, staff treats, snacks for final meeting etc.</i>	-	-\$500.00	-\$500.00
2024 School Year Start Up <i>Back to school flyers, Membership forms etc. Approved in 2023-2024 budget.</i>	-	-\$950.00	-\$950.00
Fundraiser FY24-25 Downpayment <i>Actual Expense at time of Budget Build. Budgeted. Approved in 2023-2024 Amended budget dated 5.22.24 in order to have approved funds available for base payment in August 2024 before first FY24-25 budget approval.</i>	-	-\$2,000.00	-\$2,000.00
990 Tax Filing <i>2022 filing complete. A fee was applied due to gross receipts amount.</i>	-	-\$50.00	-\$50.00
Planned Minimum Bank Balance <i>Required minimum bank balance for checking account</i>	-	-\$2,500.00	-\$2,500.00
2. Expenses Totals	-	-\$8,204.32	-\$8,204.32
3. Membership	Budgeted Income	Budgeted Expenses	Budget Net
Membership Dues Collected (I) <i>Based on 275 anticipated memberships. FY 23-24 membership totaled 268 vs 309 in FY 22 - 23.</i>	\$3,400.00	-	\$3,400.00
National/State PTA Dues (E) <i>\$3.75/member (includes National PTA dues of \$2.25/member and Virginia PTA dues of \$1.50/member). based off 275 anticipated memberships</i>	-	-\$1,031.25	-\$1,031.25
Local Fairfax County PTA Dues (E) <i>\$.25/member based off 275 anticipated memberships</i>	-	-\$68.75	-\$68.75
Membership Drive Expenses (E) <i>Water bottle/vinyl stickers with logos of each school or similar items.</i>	-	-\$150.00	-\$150.00
Directory (PT Board) (E) <i>Actual Expense at time of Budget Build. Annual Renewal fee, no change from FY 23-24.</i>	-	-\$129.99	-\$129.99
3. Membership Totals	\$3,400.00	-\$1,379.99	\$2,020.01
4. Free Family Events	Budgeted Income	Budgeted Expenses	Budget Net
Popsicles on the Playground <i>Popsicles on the play ground event for all grades. Actual Expense at time of Budget Build. 2023 event cost \$37.65. Increased to \$50 cover any additional costs and rise in prices. Approved in 2023-2024 Amended budget dated 5.22.24.</i>	-	-\$41.39	-\$41.39
Ice Cream Social/Community Resource Fair <i>Ice Cream Social event and resource fair. \$228.40 spent for 2023 (\$250 budgeted). Increased budget to \$300 incase additional costs are incurred/rise in prices. Approved in 2023-2024 Amended budget dated 5.22.24.</i>	-	-\$300.00	-\$300.00
Tiny Chefs Virtual Event <i>Increased based on FY 23-24 actual expenses (\$375)</i>	-	-\$400.00	-\$400.00
Glow Dance <i>Actual expenses FY 23-24 \$1,147.76 which included \$550 for pizza purchase. Income from pizza sales at glow dance. Budget excluding pizza purchase in FY 23-24 was \$700.</i>	\$500.00	-\$1,300.00	-\$800.00
Kickball Game and End of Year Celebration Event <i>Combined event for annual kickball game and EOY celebration for FY 24-25. No change from FY 23-24 based on actual expenses (\$926.80).</i>	-	-\$1,100.00	-\$1,100.00
KP Science Night/Fair <i>Funds for STEAM night planned for March 2025. Decreased expenses to align with FY 23-24 actual expenses (\$158.92)</i>	-	-\$300.00	-\$300.00
Family Fitness Night <i>FY 23-24 actual expenses \$635.04. The increase in expenses was due to the PTA grant (\$1250) that was awarded (we spent about \$900 in total on the event). However, if a grant is not received this year expenses will be reduced.</i>	-	-\$500.00	-\$500.00
KG Math Night <i>Funds for KG Math night planned for March 2025.</i>	-	-\$300.00	-\$300.00
4. Free Family Events Totals	\$500.00	-\$4,241.39	-\$3,741.39

5. Education/Community Outreach	Budgeted Income	Budgeted Expenses	Budget Net
Earth Day Event <i>Increase by \$100 based of FY 23-24 actual expense of \$540 and increasing costs.</i>	-	-\$600.00	-\$600.00
Speaker Presentations <i>The cost for FY 23-24 was significantly reduced based on no-cost speakers. Decreased based on actual FY 23-24 expenses (\$111.65). The PTA will continue to host speaker events that may incur cost.</i>	-	-\$1,000.00	-\$1,000.00
Donation Drives <i>Support to donation drives to include shipping costs, or material (boxes, tape, etc.)</i>	-	-\$100.00	-\$100.00
Educational Nature Event (Fall) <i>Funds for October Education Nature Event. Increased to \$500 to align with actual FY 23-24 expense of \$432 and possibly increase number of participants.</i>	-	-\$500.00	-\$500.00
Treats for Troops <i>No change from FY 23-24 (actual expense \$319.20). Funds required to pay for shipping costs associated with collected candy to the organization Soldiers' Angels.</i>	-	-\$350.00	-\$350.00
Student Scholarships <i>This line item was not used in FY 23-24, however recommend keeping \$1,000 initial for fall afterschool program scholarship and increase if needed for fall. Historical Note from FY 23-24: After several requests for afterschool program scholarships this fall session, the board approved a decision to create a student scholarship budget line under Education/Community Outreach to support scholarships for the fall and spring sessions. A documented process to determine scholarship recipients through school guidance counselors is in place with coordination through the PTA VP of Education and Community Outreach. The budgeted expense will provide 6-7 student scholarships.</i>	-	-\$1,000.00	-\$1,000.00
5. Education/Community Outreach Totals	-	-\$3,550.00	-\$3,550.00
6. Educational Support	Budgeted Income	Budgeted Expenses	Budget Net
Team Supply Support by Grade			
Preschool	-	-\$150.00	-\$150.00
Kindergarten	-	-\$450.00	-\$450.00
1st Grade	-	-\$525.00	-\$525.00
2nd Grade	-	-\$525.00	-\$525.00
3rd Grade	-	-\$525.00	-\$525.00
4th Grade	-	-\$450.00	-\$450.00
5th Grade	-	-\$450.00	-\$450.00
6th Grade <i>Allow for grades to decide what they need as a team. Amount equals \$75/class (prorated for preschool). Form needs to be created for submitting request for items</i>	-	-\$525.00	-\$525.00
Team Supply Support by Grade Totals	-	-\$3,600.00	-\$3,600.00
Field Trips			
Kings Park - Kindergarten	-	-\$1,000.00	-\$1,000.00
Kings Park - 1st Grade	-	-\$1,000.00	-\$1,000.00
Kings Park - 2nd Grade	-	-\$1,000.00	-\$1,000.00
Kings Park - 3rd Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 4th Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 5th Grade	-	-\$1,000.00	-\$1,000.00
Kings Glen - 6th Grade <i>Funds provided to each grade class trip transportation related costs in initial budget. Depending on proceeds from Booster Fundraiser additional funds will be allotted to each school in a "Field Trip" bucket. Any remaining funds can be allocated to other grades' field trips only after all grades at each school have had the opportunity for a field trip.</i>	-	-\$1,000.00	-\$1,000.00
Field Trips Totals	-	-\$7,000.00	-\$7,000.00

6. Educational Support	Budgeted Income	Budgeted Expenses	Budget Net
6. Educational Support Totals	-	-\$10,600.00	-\$10,600.00
7. Beautification	Budgeted Income	Budgeted Expenses	Budget Net
Kings Glen Garden Support <i>Support the KG School Garden project on a yearly basis due to the high educational value shown by the project. Reduced by \$500 to align with FY 23-24 actual expenses (\$1970.89)</i>	-	-\$2,000.00	-\$2,000.00
School Beautification (annual needs) <i>Annual fund to use for school beautification (seeds, soil, tools, etc.)</i>	-	-\$200.00	-\$200.00
7. Beautification Totals	-	-\$2,200.00	-\$2,200.00
8. Hospitality/Staff Relations	Budgeted Income	Budgeted Expenses	Budget Net
Welcome Lunch 2024 <i>FY 24-25 actual cost. Increased based on rising costs and more staff (FY 23-34 actual cost: \$1,652.74). Approved in 2023-2024 Amended budget dated 5.22.24.</i>	-	-\$1,928.30	-\$1,928.30
2024 -2025 Teacher Start Reimbursement (August) <i>Allows for 30 reimbursement requests (\$100) to be made available at the start of school year rather than waiting until October. Approved in 2023-2024 Amended budget dated 5.22.24.</i>	-	-\$3,000.00	-\$3,000.00
Teacher Start Up Reimbursement <i>Allows for 40 reimbursements of \$100 per teacher (or pro-rated amount for part-time teachers) until funds are used up. This amount is in addition to the \$3000 that was approved in last year's budget for use in August. Actual FY 23-25 expenses is \$3750).</i>	-	-\$4,000.00	-\$4,000.00
Teacher Appreciation Week <i>No change from FY 23-24. Actual FY 23-24 expenses (\$2718.62). Keep costs lower by getting donations from parents.</i>	-	-\$2,800.00	-\$2,800.00
Staff Appreciation Fund <i>For monthly small appreciation at each school. Alternate schools. \$100/month. Encourage parental donations of items. Actual FY 23-24 expenses (\$429.38)</i>	-	-\$1,000.00	-\$1,000.00
Mid-Year Staff Reimbursement <i>These funds are to allow for any restocks/new needs. Increased to \$1,000 based on FY 23-24 actual expenses (\$1025.66) Requests can be made up to \$40. Only receipts dated after the funds are announced will be accepted (i.e. can't use receipts from September as those should have been submitted already). Funds are available until they run out.</i>	-	-\$1,100.00	-\$1,100.00
8. Hospitality/Staff Relations Totals	-	-\$13,828.30	-\$13,828.30
9. Kings Park School Support	Budgeted Income	Budgeted Expenses	Budget Net
Kings Park School Support <i>Overall school support is \$10,000 split between both schools. Budgeted amount based on a per student calculation.</i>	-	-\$5,782.00	-\$5,782.00
Take Home Folders (Carry over from 2023-2024 financial year) <i>Amount must be used for KPES take home folder for 2024-25 school year. Fund request made in June 2024 to carry over funds since order is made prior to start of school year. Funds will be expensed as part of the KPES School Support line for 2024-25.</i>	-	-\$2,368.00	-\$2,368.00
Field Trip Buses - 3rd Grade (Carry over from 2023-2024 financial year) <i>Amount must be used for 3rd grade field trip bus expenses already received. Fund request made in June 2023-24 financial year for items purchased in FY 23-24, but final invoice from FCPS was not received.</i>	-	-\$663.10	-\$663.10
9. Kings Park School Support Totals	-	-\$8,813.10	-\$8,813.10
10. Kings Glen School Support	Budgeted Income	Budgeted Expenses	Budget Net
Assignment Books <i>Amount must be used for KGES assignments books for 2024-25 school year. Fund request made in May 2024 to carry over funds since order is made prior to start of school year. Funds will be expensed as part of the KGES School Support line for 2024-25.</i>	-	-\$2,500.00	-\$2,500.00
Kings Glen School Support <i>Overall school support is \$10,000 split between both schools. Budgeted amount based on a per student calculation.</i>	-	-\$4,212.60	-\$4,212.60

10. Kings Glen School Support	Budgeted Income	Budgeted Expenses	Budget Net
KGES Mascot Costume (Carry over from 2023-2024 financial year) <i>Request made and submitted in FY23-24 and check provided in FY 23-24. However check not cashed until after July 1st. Fund request made in prior financial year to carry over funds. Executive Board approved request after discussion.</i>	-	-\$2,249.88	-\$2,249.88
10. Kings Glen School Support Totals	-	-\$8,962.48	-\$8,962.48
11. Capital Campaign	Budgeted Income	Budgeted Expenses	Budget Net
Supplies, administration costs <i>Costs to run campaign during year.</i>	-	-\$300.00	-\$300.00
11. Capital Campaign Totals	-	-\$300.00	-\$300.00
12. 6th Grade Promotion	Budgeted Income	Budgeted Expenses	Budget Net
6th Grade Parent Committee Fundraising Events <i>Income from parent committee selling of concessions at PTA events. Based on FY 23-24 actual income from Glow Dance sales (\$484.70).</i>	\$300.00	-	\$300.00
Promotion Party General Supplies <i>Decreased based on FY 22-23 actual expenses (\$673.25).</i>	-	-\$1,000.00	-\$1,000.00
Promotion Party Food <i>Increased by \$100 based on price increase and student body increases. FY 22-23 actual expense (\$925.57).</i>	-	-\$1,000.00	-\$1,000.00
Promotion Party Activities <i>Recommend keeping the same. However, FY 23-24 actual expenses (384.00)</i>	-	-\$700.00	-\$700.00
12. 6th Grade Promotion Totals	\$300.00	-\$2,700.00	-\$2,400.00
13. Kindergarten Welcome Kits	Budgeted Income	Budgeted Expenses	Budget Net
T-Shirts <i>Recommend keeping same amount based on increase in student numbers and costs. FY 23-24 actual expenses (\$1,178.00)</i>	-	-\$1,600.00	-\$1,600.00
Bags (Plastic Zippered) <i>Purchase in bulk for multiple years/uses. Based on FY 22-23 actual expenses.</i>	-	-\$125.00	-\$125.00
Add-Ins <i>Pencils, bookmarks, stickers, etc. Increased from \$180 based on FY 23-24 actual expenses (\$219.21)</i>	-	-\$250.00	-\$250.00
PTA Branded Item <i>Way to get the PTA website and information to incoming families. Based on FY 23-24 actual expenses (192.34)</i>	-	-\$200.00	-\$200.00
13. Kindergarten Welcome Kits Totals	-	-\$2,175.00	-\$2,175.00
15. Reading Initiative	Budgeted Income	Budgeted Expenses	Budget Net
Supplies <i>Based off reading initiative expenses from FY23-24 totaling \$353.36 (Book Stamps and Bookmarks).</i>	-	-\$400.00	-\$400.00
KPES Reading Initiative <i>Based off per student calculation. \$7600 overall book budget</i>	-	-\$4,397.00	-\$4,397.00
KGES Reading Initiative <i>Based off per student calculation. \$7600 overall book budget</i>	-	-\$3,203.00	-\$3,203.00
15. Reading Initiative Totals	-	-\$8,000.00	-\$8,000.00
14. Other Bank Accounts	Budgeted Income	Budgeted Expenses	Budget Net
Business Money Market Account Current Balance (Reserve Fund) <i>Savings account used as an emergency reserve fund as a means to retain financial stability in the event of unforeseen circumstances. Income is interest earned.</i>	\$10.00	-\$10,000.00	-\$9,990.00

14. Other Bank Accounts	Budgeted Income	Budgeted Expenses	Budget Net
Enterprise Checking Account Current Balance (Capital Campaign Fund) <i>In FY 22-23, the PTA established a Capital Campaign Fund account and allocated funds to open this account. In both FY 22-23 and FY 23-24 deposits of \$5,000 were made into the Capital Campaign Fund. The Capital Campaign Fund will be used for the purchase and installation of an electronic message board outside Kings Glen once the funds in the account total the expected expense.</i>	-	-\$10,000.00	-\$10,000.00
Projected Deposit to Reserve Fund <i>Planned deposit of \$10,000 to reserve fund in FY 24-25 to have approximately 20% of annual budget in reserves.</i>	-	-\$10,000.00	-\$10,000.00
Projected Deposit to Capital Campaign Fund <i>Planned deposit of \$10,000 to capital campaign in FY 24-25.</i>	-	-\$10,000.00	-\$10,000.00
14. Other Bank Accounts Totals	\$10.00	-\$40,000.00	-\$39,990.00
Grand Totals			
	\$87,126.00	-\$142,154.58	-\$55,028.58
Projected bank balance if on budget			\$3,712.57