



Silvercrest Elementary PTA

General Membership Meeting Minutes

September 19, 2024

The general membership meeting of the Silvercrest PTA was called to order on September 19 at 6:31PM in the cafeteria at Silvercrest Elementary by PTA President, Jessica Lewis.

This meeting was recorded for note-taking purposes and was deleted after the minutes were written.

Julie Riley, 2nd Vice President led the members in the Pledge of Allegiance.

A quorum was established with 35 in attendance.

Welcome & Introductions

All in attendance were welcomed to the meeting. President, Jessica Lewis introduced herself, as well as the other officers in attendance, including Julie Riley, 2nd Vice President, Ami Damani, Treasurer, and Nicole Perillo, Secretary.

Approval of Minutes, Nicole Perillo

The minutes of the PTA general membership meeting held on May 16, 2024 were approved as submitted by the committee of Melissa Henry, Kelsey Tarpinian, Jessica Lewis, and Ami Damani. Once completed, a draft of today's meeting minutes will be placed on the Silvercrest PTA website, www.silvercrestpta.org, for review. The minutes stand approved as submitted.

Officer Reports

Treasurer's Report, Ami Damani (please see attachments):

The Treasurer's report starting from 08/10/24 showed:

Beginning Balance (8/10/24)	\$51,609.94
Deposits	\$5,752.54
Expenditures	\$5,015.73
Ending Balance (09/15/24)	\$52,346.75
Escrow	(\$0.00)

The floor was opened for questions. Hearing no questions the report was filed for financial reconciliation.



President's Report, Jessica Lewis:

Thank You

All Silvercrest PTA Board members in attendance were thanked and asked to stand and be recognized for their commitment to Silvercrest community.

Volunteer activities occurring over summer or at the beginning of the school year were highlighted, including financial reconciliation, school supplies, weeding the garden, planning events/programs, PTA training online and at LAUNCH, chalk the walk, hospitality meals for teachers and staff, and Watch DOGS.

Year in Review 2023 – 2024

Accomplishments from our 23-24 school year were highlighted, including three family fun nights, successful spirit nights at local businesses, a fun field day with great weather, treats for House Day winners, and successful fundraisers to help support the many programs and events, and needs of our school.

End of Year Donation for 2023-2024

Last year, the PTA was able to gift a total of \$39,169 back to the school by providing the following: 10% back to teachers from both fall and spring fundraisers, we contributed to the purchase of a book vending machine for the library (coming soon!), Raz Kids Subscription for the teachers, Teacher wishlists, Partial funding for the Marquee, and School Admin wishlist to name a few. All of this was made possible by generous donations during our fundraising campaigns, good stewardship of our funds, and by volunteers willing to make it all happen. A donation was also made to the Pearland ISD Education Foundation.

Join PTA and Background Checks

A QR code to join the PTA was provided on the second page of the meeting agenda. Please continue to recruit others. Anyone can join, including parents, grandparents, family members, and students. 55% of your dues come back to our PTA. A QR code for the district's volunteer application / background check was also provided on the back of the agenda. Please complete background checks prior to volunteering. A QR code was available at the PTA meeting to join our PTA. A table was also present to join in person. All are welcome. Please continue to recruit others (parents, grandparents, family members, even students).

How We Communicate

Jessica Lewis provided details on the way PTA communicates with students, parents, and teachers, including:

- Stallion Stampede weekly emails (skyward)
- Flyers home in Thursday folders
- Silvercrest PTA website (www.silvercrestpta.org)
- Silvercrest PTA FB page
- Monthly PTA Newsletter
- School FB page shares



Introduction to PTA Policies and Procedures

Roberts Rule of Order / How to Make a Motion

Nicole Perillo opened discussion on the protocols, policies, and procedures used within Silvercrest PTA, including Roberts Rule of Order.

Julie Riley described the methods for using the Roberts Rule of Order protocol, as follows: All business brought before the PTA should be brought in the form of a motion. You obtain the floor by standing and addressing the presiding officer as Ms. President or Ms. Chairman. The presiding officer will recognize you and assign you the floor. After, being recognized, you state your motion by stating “I move”. Any member who wants the motion to be considered states “I second the motion”. The presiding officer will then ask if there is any discussion. The motion is now before the assembly to be debated. Debate continues until someone moves to close the debate. The presiding officer will then restate the motion and ask for a vote. Those in favor to say “aye” and those opposed to say “No” The presiding officer will announce the results of the vote.

Records Retention Policy, Nicole Perillo (see attachments)

The Records Retention Policy is reviewed annually and approved by the association membership. The Records Retention Policy is a document that states the description of the records to be retained, the leader responsible for the record, and the location and duration of the records. This policy was circulated around the room for review.

VOTE – Nicole Perillo made a motion that the Silvercrest PTA Records and Retention Policy as provided via handout during the meeting be adopted for the 2024-2025 school year. This motion was seconded by Major Harper-Terry. All were in favor, none opposed. The motion carries.

Financial Reconciliation Report, Nicole Perillo

The Financial Reconciliation Committee of Kimberly Booth, Melissa Leach, and Jessica Lewis met over the Summer. The records of the treasurer for Silvercrest PTA were examined for the period of July 1, 2023 to July 31, 2024. The records were found to be substantially correct. Only a few minor recommendations were made and adopted. Those recommendations included deleting a duplicate record and editing one payment amount to reflect receipt.

VOTE - A motion was made by Nicole Perillo to adopt the 2023-2024 Financial Reconciliation Report. This motion was seconded by Major Haper-Terry. All were in favor, none opposed. The motion carries.

Proposed Budget Amendments (see attachments)

Ami Damani, Treasurer opened discussion on the proposed budget for the 24-25 school year. The budget report (see attachments) was presented line by line.

The floor was opened for questions. Hearing none the floor was closed.

VOTE – A motion was made by Ami Damani to approve the budget as presented. The motion was seconded by Julie Riley. All were in favor. None opposed. The motion passed unanimously.



Ami Damani opened discussion on the proposed tax-free days for the 24-25 school year. It was proposed that we schedule the first tax-free date in the month of October to coincide with distribution of our volunteer t-shirt sales.

VOTE – A motion was made by Ami Damani to schedule the first tax-free day as presented. The motion was seconded by Major Harper-Terry. All were in favor. None opposed. The motion passed unanimously.

Committee Reports

VP of Programs Report, Julie Riley

Meeting Program: Thanks were expressed for joining the PTA meeting. After the General Meeting a brief Student & School Safety Presentation will be given that includes information about the State, District, School, and Individual Responsibilities to keep our students & staff safe during school days. Childcare was available during the full PTA meeting, courteous of NJHS Members from Berry Miller Junior High. Childcare is available at every PTA meeting. Ice Cream Social to follow at 7:30pm.

Reflections: Due: Thursday, October 24, 2024. PTA Reflections Competition is starting. The theme is 'Accepting Imperfection.' Facebook posts and Stallion Stampede marketing/posters will start being posted in mid-September. SilvercrestPTA.org is already updated. Final Due Date is Thursday, October 24th. Similar to last year, judging will be in mid-November and the Reflections Celebration will happen after the General PTA Meeting in January.

Performances:

- Yuck Show (2 Shows at 8:10am and 9:10am, All Grades); Friday, November 1, 2024, 8:10 AM & 9:10 AM .
- Main Street Theater (2 Shows at 8:10am and 9:10am, All Grades) Wednesday, February 19, 2025, 8:10AM & 9:10AM. Elephant & Piggie's "We Are In A Play!" by Main Street Theater

VP of Fundraising Report, Dhara Mistry*

*Jessica Lewis provided the following report on behalf of Dhara Mistry.

Read-A-Thon kicked off yesterday and ends on October 2nd. This is a new fundraising format for our PTA and it was built from scratch. We'd love your feedback and patience with us as we learn this new platform.

The total funds raised as of 9/19 are \$7,997. Thank you to all who have participated and donated thus far. There are many opportunities for kids to earn prizes and incentives for participation. Our finale will be on 10/2 with a big "read in" for the kids. A "glow party" will be held for top classes by grade level.

The floor was opened for questions regarding the fundraiser. Some issues sharing via text through the donation platform were noted. It was stated that this issue had been brought to the attention of Anython and should now be fixed.

A discussion was held regarding the decision to have a read-a-thon. This decision was made by the PTA based on feedback from parents. Parents wanted to see a more academic fundraiser vs. and athletic-based fundraiser. Additionally, this particular fundraiser offers a better split of earnings for the school. Silvercrest keeps 80% of earnings.



Concern was also raised regarding wording of incentives. There was confusion regarding the “first class to reach 100% sign ups” incentives. There seemed to be a misunderstanding where some read this to mean the “first student to sign up or get a donation” in a class – which led to concern regarding the spirit of fundraising. The PTA board agreed to revisit wording for incentives and correct any misleading terminology, as that was not the intent of the incentive.

Membership – Melissa Henry

The PTA has opportunities to win awards from TX PTA based on the growth of our PTA. When our PTA attends LAUNCH, they are awarded ribbons for reaching goals and earning awards.

Our September goal is 100% of last year’s membership, 282 members. We are currently at 247.

We also have a grandparents focus in September and can win the “Generations” award for signing up 50 grandparents. We are currently at 17 grandparents.

Joining the PTA costs \$12 in person, or \$13.50 online (joinpta.org) due to a processing fee.

Family Fun Night, Crystal Wiebold*

*Jessica Lewis provided the following update on behalf of Crystal Wiebold.

Our first family fun night is on October 24 from 5:30 – 7:30 and will be a trunk or treat. A sign-up genius will be sent out for parking spots for “trunks.” We are also looking into vendor-sponsored trunks / asking vendors who participate to consider donating to the PTA.

A candy/trinket drive will be held prior to the event. Participants can bring their own treats or use what has been donated to the school. The candy/trinket drive will be “monster mash” themed, with house-themed Monster boxes for donations. The house with the most donations would win house points.

We are also looking for a Food Truck to participate at the event.

Late night book fair will be held the same evening as well.

Healthy Lifestyles, Stephanie Adams*

*Jessica Lewis provided the following report on behalf of Stephanie Adams.

The sign-up for Healthy School Lunches week (10/7-10/10) will be posted online soon. During this week, we offer healthy snacks to the students at lunch and if they try it, they receive a sticker.

Hospitality, Claudia Glaze

To start off the school year we provided a back-to-school Chick fil a lunch for our teachers and staff. We also provided Jason’s Deli to our teachers for dinner on Meet the Teacher Night.

On 9/27 we will have a nacho bar for the teachers. This coincides with Hispanic Heritage Month. A Sign-up Genius will be sent out if you’d like to help. We will also be recognizing our custodians in October. We will also be providing Halloween treats.



We are always looking for businesses that might be able to provide meals to the school / provide discounts on meals to the school. When we treat our staff, we feed 75 people at a time. If you know of any businesses, please let us know.

Library / Book Fair, Julie Dahl*

*Jessica Lewis provided the following update on behalf of Julie Dahl.

Book fair is coming on Oct. 22-29 with our late-night book fair on Oct. 24th.

STEP, Meghan Kress

STEP tutoring is for 1st grade students who need help with reading. Volunteers sign up for weekly, 30 min tutoring sessions. Training is provided and will be held in mid-October. STEP will kick off after fall break and will end in April. We currently have 8 tutors, which is enough to serve 12 students. We are continuing to recruit and hope to get more. A flyer will be going home with students, and we will include it in the Stallion Stampede again.

Spirit Wear – Jessica Smith*

*Jessica Lewis provided the following report on behalf of Jessica Smith.

Kudos to Jessica Smith for all of her hard work distributing the house shirts. She also designed the shirts, and they look amazing. These shirts went home this week with students and were FREE courtesy of Girly Girl Originals. Thanks were expressed to Crystal Wiebold for contacting Girly Girl Originals and setting this up for Silvercrest.

Volunteer t-shirts are currently available for purchase for \$15. These shirts highlight all of our Silvercrest houses. A QR code was provided at the meeting to order shirts and will be posted on all of our social media pages.

Yearbook – Kimberly Booth

The 24-25 yearbook will be house-themed again this year. We need a few more first day of school pictures. If you have any, please upload them to Treering. We will be having an art contest later in the year with our 4th graders for artwork for the back cover. The contest will be house themed. It was mentioned that you should purchase your yearbooks early, as Treering offers a 10% discount through 10/31. A flyer with details will be coming home with students soon.

Watch DOGS – Jeff Perillo*

*Nicole Perillo provided the following report on behalf of Jeff Perillo

Our Dinner with DOGS was held prior to the PTA meeting. Thanks to all who attended. We are excited to get the program kicked off for this school year. Our first available volunteer slot is 10/2. The sign-up genius link is available and will be posted on our social media pages. The only requirements to join include completing your background check, being on your student's emergency contact list, and joining the PTA. For more information, please email watchdogs@silvercrestpta.org.



Principal Announcements, Mrs. Muras

We are excited for the Watch DOGS to be back on campus. Thank you to all who came and participated in the Dinner with DOGS.

We enjoyed “Start with a Hello” week this week. The students have had fun dressing up and getting to know one another.

Thank you to all who participated in our Grandparent’s Day events. The school enjoyed having the Grandparents at the school this year. The parade and lunch visitors were well received. We plan to have this event again next year.

Adjournment

The meeting was adjourned at 7:21 PM

Nicole Perillo, Secretary
Draft, September 24, 2024

DRAFT



September 19, 2024

GENERAL MEMBERSHIP MEETING AGENDA

Call to Order / Quorum Confirmation with Nicole Perillo	Jessica Lewis
Pledge of Allegiance	Julie Riley
Welcome and Introductions	Jessica Lewis
Approval of Minutes	Nicole Perillo
Treasurer's Report	Ami Damani
President's Report <ul style="list-style-type: none"> ● Accomplishments 2023-2024 ● Join PTA and Volunteer Application (QR Codes below) ● How we communicate 	Jessica Lewis
Introduction to PTA Policies and Procedures <ul style="list-style-type: none"> ● How to make a motion ● Records Retention Policy 	Julie Riley Nicole Perillo
Financial Reconciliation Report 2023-2024	Nicole Perillo
Proposed Budget Amendments	Ami Damani
Committee Reports <ul style="list-style-type: none"> ● Programs – <i>Ice Cream Social, Reflections, Shows</i> ● Fundraising – <i>Read-a-Thon Status</i> ● Membership - <i>Grandparents Challenge!</i> ● Family Fun Night – <i>Oct. 24th at 5:30pm</i> ● Healthy Lifestyles – <i>Oct. 7-10</i> ● Hospitality - <i>Upcoming request!</i> ● Library/Book Fair – <i>Oct. 22-29 (Late night Oct. 24)</i> ● STEP Tutoring – <i>Need volunteers! Training scheduled for Oct. 14</i> ● Spirit Wear – <i>Volunteer shirts available for purchase till Sept. 29</i> ● Yearbook – <i>early bird discount Oct. 31st</i> ● Watch D.O.G.S. - <i>first volunteer date is Oct. 2nd</i> ● Anyone else? 	Julie Riley Dhara Mistry Melissa Henry Crystal Wiebold Stephanie Adams Claudia Glaze Julie Dahl Meghan Kress Jessica Smith Kimberly Booth Jeff Perillo
New Business <ul style="list-style-type: none"> ● Council Delegate report 	Jessica Lewis Katie Landry-Guyton
Announcements <ul style="list-style-type: none"> ● Watch for volunteer opportunities in the weekly Sunday email ● Questions or Comments? 	Jessica Lewis

Principal Announcements	Stacie Muras
Adjourn	Jessica Lewis

Join PTA

Please join the Silvercrest Elementary PTA if you have not already. 55% of your dues come back to our PTA to help us fund our programs for the year. The other 45% goes to the Texas PTA which provides training, resources, and information our PTA uses throughout the year.



Pearland ISD Volunteer Application

A background check is required by all potential volunteers prior to volunteering on campus. It takes about 3 days to process your information once it is fully submitted. Please don't delay in submitting your Volunteer Application because we do not like to turn away volunteers the day of an event!

Here are a few helpful tips: Once you scan the QR code, you will be taken to a Volunteer Application screen. Select External Candidate. It will appear that you are applying for a job with Pearland ISD. Select "Volunteer" from the list of jobs. You will receive a green check mark once all portions of the application are completed. You must click on "Submit" at the bottom of the page to send your application. You will receive an automated email from mailbot@applitrack.com to notify you that your application was received. Finally, you will receive an official email after you are cleared to volunteer.



Upcoming Volunteer Opportunities

- Read-A-Thon Finale
- WatchD.O.G.S.
- Healthy Lifestyles lunch volunteers
- Book Fair
- Family Fun Night
- STEP Tutoring

Mark Your Calendar:

**Our next General
Membership Meeting is
Thursday, November 7th
at 6:30pm.**



Records Retention Policy for Local and Council PTAs

To Translate
Adapted Translation

The _____ PTA/PTSA adopted this policy regarding records retention on _____ (date). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

Description of Record(s)	PTA Leader Responsible	Storage Location & Record Type (Electronic/Printed)	Disposition
Bylaws and Standing Rules	PTA Secretary		Permanent
Confidentiality, Ethics and Conflict of Interest Agreement	PTA Secretary		Permanent
Contracts and Leases	PTA Secretary		7 Years After Expiration
Correspondence – Customers and Vendors	PTA Secretary		2 Years
Correspondence – General	PTA Secretary		2 Years
Correspondence – Legal	PTA Secretary		Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes)	PTA Secretary		Permanent
Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce)	PTA Treasurer		3 Years
Financial Records – Canceled Check Images (Incidental)	PTA Treasurer		3 Years
Financial Records – Canceled Check Images (Legal/Contractual)	PTA Treasurer		Permanent
Financial Records – Deposit Forms	PTA Treasurer		3 Years
Financial Records – Duplicate or Image of Deposit Forms	Funds Counter		1 Year After Fiscal Year End
Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		7 Years
Financial Records – Financial	PTA Secretary		7 Years



Records Retention Policy for Local and Council PTAs

Reports			
Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		Permanent
Financial Records – Funds Request Forms (including associated invoices/receipts)	PTA Treasurer		3 Years
Financial Records – General Ledger(s)	PTA Treasurer		Permanent
Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer		Permanent
Grant Agreements	PTA Secretary		7 Years
Insurance Records – Policies, Claims and Certificates	PTA Secretary		Permanent
Inventory List – Equipment and Property	PTA Secretary		Permanent
Inventory List – Products and Materials	PTA Secretary		3 Years
Meeting Minutes – Membership/Delegate and Executive Board (and attached reports)	PTA Secretary		Permanent
Policies (adopted annually)	PTA Secretary		Permanent
PTA Charter	PTA Secretary		Permanent
Records Retention Policy	PTA Secretary		Permanent
Scholarship Records and Case Histories	PTA Secretary		Permanent

Silvercrest Elementary PTA FY 2024

Treasurer's Report

08/10/2024 - 09/16/2024

\$22,000.00
 \$22,000.00
 \$740.00
 \$530.00

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
<u>Ability Awareness</u>	-	-	-	-\$150.00	\$150.00
<u>Arts in Education</u>	-	\$1,550.00	-\$1,550.00	-\$4,500.00	\$2,950.00
<u>Bank Fee</u>	-	-	-	-\$100.00	\$100.00
<u>Building & Grounds</u>	-	\$400.00	-\$400.00	-\$2,500.00	\$2,100.00
<u>Bulletin Boards</u>	-	-	-	-\$450.00	\$450.00
<u>Carryover from Previous Year</u>	-	-	-	\$26,598.94	-\$26,598.94
<u>Carryover to Next Year</u>	-	-	-	-\$15,000.00	\$15,000.00
<u>Community Outreach</u>	-	-	-	-	-
<u>Content coordinator/ Technology</u>	-	-	-	-\$155.00	\$155.00
<u>Council Dues</u>	-	-	-	-\$100.00	\$100.00
<u>Donations</u>	\$141.00	-	\$141.00	\$400.00	-\$259.00
<u>Executive - Administrative</u>	-	-	-	-\$500.00	\$500.00
<u>Executive - Historian</u>	-	-	-	-\$100.00	\$100.00
<u>Executive - Insurance</u>	-	-	-	-\$845.00	\$845.00
<u>Executive - Secretary</u>	-	-	-	-\$100.00	\$100.00
<u>Executive - Training</u>	-	\$1,920.46	-\$1,920.46	-\$3,000.00	\$1,079.54
<u>Executive - Treasurer</u>	-	-	-	-\$300.00	\$300.00
<u>Fall Fundraiser</u>	-	-	-	\$19,500.00	-\$19,500.00
<u>Family Fun Nights</u>	-	-	-	-\$3,000.00	\$3,000.00
<u>Field Day</u>	-	-	-	-\$7,500.00	\$7,500.00
<u>Fourth Grade Recognition</u>	-	-	-	-\$4,000.00	\$4,000.00
<u>Grants</u>	-	-	-	-	-
<u>Health & Safety/Healthy Lifestyle</u>	-	-	-	-\$1,700.00	\$1,700.00
<u>Hospitality</u>	-	\$1,010.27	-\$1,010.27	-\$5,000.00	\$3,989.73
<u>House Day Celebrations</u>	-	-	-	-\$3,000.00	\$3,000.00
<u>Library</u>	-	-	-	-\$1,300.00	\$1,300.00
<u>Marquee Funds Reserve</u>	-	-	-	-\$5,000.00	\$5,000.00
<u>Membership Dues</u>	\$1,575.00	-	\$1,575.00	\$1,960.00	-\$385.00
<u>Membership Meetings</u>	-	-	-	-\$250.00	\$250.00
<u>Membership/CIP</u>	-	-	-	-\$1,700.00	\$1,700.00
<u>NSF Check</u>	-	-	-	-	-
<u>NSF Check Reimbursement</u>	-	-	-	-	-
<u>PISD Education Foundation Donation</u>	-	-	-	-\$1,000.00	\$1,000.00
<u>Reading Enrichment</u>	-	-	-	-\$2,500.00	\$2,500.00
<u>Retail Partner - Box Tops, Grocery & Share Cards</u>	\$368.53	-	\$368.53	\$1,500.00	-\$1,131.47
<u>Retail Partner -Spirit Nights</u>	\$300.00	-	\$300.00	\$2,500.00	-\$2,200.00
<u>School Supplies</u>	\$2,665.07	-	\$2,665.07	\$500.00	\$2,165.07
<u>Spirit Wear</u>	\$512.94	-	\$512.94	-\$4,200.00	\$4,712.94

Income and Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
<u>Spring Fundraiser</u>	-	-	-	\$22,000.00	-\$22,000.00
<u>Square/ Paypal Processing Fees</u>	-	-	-	-	-
<u>STEP Tutoring</u>	-	-	-	-\$500.00	\$500.00
<u>Storage Fees</u>	-	-	-	-\$2,700.00	\$2,700.00
<u>VIP Room/ Copycat</u>	-	-	-	-\$1,000.00	\$1,000.00
<u>Volunteer Appreciation</u>	-	-	-	-\$250.00	\$250.00
<u>Watch Dogs</u>	-	-	-	-\$1,000.00	\$1,000.00
<u>Year End Gifts to School 2024-2025</u>	-	-	-	-\$1,000.00	\$1,000.00
<u>Yearbook</u>	-	-	-	-\$150.00	\$150.00
Income and Expenses Totals	\$5,562.54	-\$4,880.73	\$681.81	\$408.94	\$272.87
Off Budget	Income	Expenses	Year to Date	Net Budget	More/-Less
<u>Escrow - State & National Dues</u>	\$190.00	\$135.00	\$55.00	-	\$55.00
<u>Escrow - State Sales Tax</u>	-	-	-	-	-
<u>Carryover from Previous Year - Escrow</u>	-	-	-	-	-
<u>Carryover to Next Year - Escrow</u>	-	-	-	-	-
Off Budget Totals	\$190.00	-\$135.00	\$55.00	-	\$55.00
Store Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
<u>Store - PTA Volunteer Shirts Fees</u>	-	-	-	-	-
Store Fees Totals	-	-	-	-	-
Grand Totals	\$5,752.54	-\$5,015.73	\$736.81	\$408.94	\$327.87

Bank Account Balances	08/10/2024	09/16/2024	Last reconciled	Summary for the Period	
<u>Wells Fargo Checking Account</u>	\$51,609.94	\$52,346.75	<u>Never</u>	Starting Total	\$51,609.94
<u>Store - PTA Volunteer Shirts Clearing Account</u>	-	-	<u>Never</u>	<u>Income</u>	<u>\$5,752.54</u>
Totals	\$51,609.94	\$52,346.75		<u>Expenses</u>	<u>-\$5,015.73</u>
				Ending Total	\$52,346.75

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: _____ Signature: _____ Date: _____

<u>Membership Dues</u>	\$1,575.00	\$1,575.00	\$1,575.00	-\$365.00	\$365.00
<u>Membership Fees</u>				\$250.00	-\$250.00
<u>PTA Fund</u>				\$1,700.00	-\$1,700.00
<u>PTA Fund Reimbursements</u>					
<u>PTA Educational Foundation Donations</u>				-\$1,000.00	\$1,000.00
<u>Reading Enrichment</u>				-\$2,500.00	\$2,500.00
<u>Book Parties (Book Club, Story, & Book & Cards)</u>	\$400.00	\$400.00	\$400.00	-\$1,331.47	\$1,331.47
<u>Book Parties (Book Nights)</u>	\$300.00	\$300.00	\$300.00	-\$2,200.00	\$2,200.00
<u>School Supplies</u>	\$2,669.07	\$2,669.07	\$2,669.07	\$500.00	-\$2,169.07
<u>Spice Wine</u>	\$512.94	\$512.94	\$512.94	-\$4,200.00	\$4,712.94

Silvercrest Elementary PTA FY 2024

Budget Report

Funds available at beginning of financial year (07/01/2024)			\$51,598.94
Income and Expenses	Budgeted Income	Budgeted Expenses	Budget Net
<u>Ability Awareness</u>	-	-\$150.00	-\$150.00
<u>Arts in Education</u>	-	-\$3,000.00	-\$3,000.00
<u>Bank Fee</u>	-	-\$100.00	-\$100.00
<u>Building & Grounds</u>	-	-\$1,500.00	-\$1,500.00
<u>Bulletin Boards</u>	-	-\$250.00	-\$250.00
<u>Carryover from Previous Year</u>	\$26,598.94	-	\$26,598.94
<u>Carryover to Next Year</u>	-	-\$15,000.00	-\$15,000.00
<u>Community Outreach</u>	-	-\$100.00	-\$100.00
<u>Content coordinator/ Technology</u>	-	-\$155.00	-\$155.00
<u>Council Dues</u>	-	-\$100.00	-\$100.00
<u>Donations</u>	\$400.00	-	\$400.00
<u>Executive - Administrative</u>	-	-\$500.00	-\$500.00
<u>Executive - Historian</u>	-	-\$100.00	-\$100.00
<u>Executive - Insurance</u>	-	-\$845.00	-\$845.00
<u>Executive - Secretary</u>	-	-\$100.00	-\$100.00
<u>Executive - Training</u>	-	-\$2,500.00	-\$2,500.00
<u>Executive - Treasurer</u>	-	-\$300.00	-\$300.00
<u>Fall Fundraiser</u>	\$15,000.00	-\$3,000.00	\$12,000.00
<u>Family Fun Nights</u>	-	-\$3,000.00	-\$3,000.00
<u>Field Day</u>	-	-\$6,000.00	-\$6,000.00
<u>Fourth Grade Recognition</u>	-	-\$4,000.00	-\$4,000.00
<u>Grants</u>	-	-	-
<u>Health & Safety/Healthy Lifestyle</u>	-	-\$2,000.00	-\$2,000.00
<u>Hospitality</u>	\$500.00	-\$5,500.00	-\$5,000.00
<u>House Day Celebrations</u>	-	-\$3,000.00	-\$3,000.00
<u>Library</u>	-	-\$1,300.00	-\$1,300.00
<u>Marquee Funds Reserve</u>	\$25,000.00	-\$30,000.00	-\$5,000.00
<u>Membership Dues</u>	\$1,960.00	-	\$1,960.00
<u>Membership Meetings</u>	-	-\$250.00	-\$250.00
<u>Membership</u>	-	-\$1,700.00	-\$1,700.00
<u>NSF Check</u>	-	-	-
<u>NSF Check Reimbursement</u>	-	-	-
<u>PISD Education Foundation Donation</u>	-	-\$1,000.00	-\$1,000.00
<u>Reading Enrichment</u>	-	-\$2,500.00	-\$2,500.00
<u>Retail Partner - Box Tops, Grocery & Share Cards</u>	\$1,500.00	-	\$1,500.00
<u>Retail Partner -Spirit Nights</u>	\$2,500.00	-	\$2,500.00
<u>School Supplies</u>	\$2,665.07	-	\$2,665.07
<u>Spirit Wear</u>	\$1,500.00	-\$5,700.00	-\$4,200.00

Income and Expenses	Budgeted Income	Budgeted Expenses	Budget Net
<u>Spring Fundraiser</u>	\$25,000.00	-\$3,000.00	\$22,000.00
<u>Square/Paypal Processing Fees</u>	-	-	-
<u>STEP Tutoring</u>	-	-\$500.00	-\$500.00
<u>Storage Fees</u>	-	-\$2,700.00	-\$2,700.00
<u>VIP Room/Copycat</u>	-	-\$1,200.00	-\$1,200.00
<u>Volunteer Appreciation</u>	-	-\$250.00	-\$250.00
<u>Watch Dogs</u>	-	-\$1,000.00	-\$1,000.00
<u>Year End Gifts to School 2024-2025</u>	-	-\$1,000.00	-\$1,000.00
<u>Yearbook</u>	-	-\$150.00	-\$150.00
Income and Expenses Totals	\$102,624.01	-\$103,450.00	-\$825.99
Off Budget	Budgeted Income	Budgeted Expenses	Budget Net
<u>Escrow - State & National Dues</u>	-	-	-
<u>Escrow - State Sales Tax</u>	-	-	-
<u>Carryover from Previous Year - Escrow</u>	-	-	-
<u>Carryover to Next Year - Escrow</u>	-	-	-
Off Budget Totals	-	-	-
Store Fees	Budgeted Income	Budgeted Expenses	Budget Net
<u>Store - PTA Volunteer Shirts Fees</u>	-	-	-
Store Fees Totals	-	-	-
Grand Totals			
	\$102,624.01	-\$103,450.00	-\$825.99
Projected bank balance if on budget			\$50,772.95

PTA General Membership Meeting
September 19, 2024
Sign-In Sheet

Printed Name	Signature
Melissa Henry	Melissa Henry
Devesh Agrawal	Devesh
Ludmila Ifeans	Ludmila
Jake Riley	Jake Riley
Wenxi He	Wenxi He
Sylvia Gonzalez Cruz	Sylvia
Kelsey Tarpinian	Kelsey
Meghan Kress	Meghan Kress
Brittany Perron	Brittany Perron
Nirica Borges	Nirica
Ping Law	Ping Law
Megan Shimek	Megan Shimek
Courtney Sully	Courtney Sully
Melissa Leach	Melissa Leach
John Leach	John Leach
Emerald Kormah	Emerald Kormah
Meredith Kowba	Meredith Kowba
Hei Liu	Hei Liu
Stacie Munk	Stacie Munk
Xiaoke (Jessica) Ragain	Xiaoke (Jessica) Ragain
Torrey Walker	Torrey Walker
Ed. Pava	Ed. Pava

