

Mandarin Middle School PTSA

General Meeting Minutes

August 9, 2018

Call to Order

The General Meeting of Mandarin Middle School PTSA was held in the Mandarin Middle School teacher's lounge on Thursday, August 9, 2018. The president, Kelli Jerris called the meeting to order at 5:32 PM.

Officer Reports

- **President's Report:** Kelli Jerris announced all three Orientations went well. Membership and spirit sales were doing very well so far. The spirit sale ends on Friday, August 17, 2018. Some stock will be kept in the PTSA closet.
- **Ways and Means:** Kelli Jerris for Becca Sinyard reported the battery fundraiser order forms will be sent home on Friday, August 17, 2018. A hurricane sticker will be used for the label. The incentives and fliers are being finalized.
- **Membership:** Jodi Farrell reported 134 family memberships, 27 adult memberships, 4 student memberships, and 41 teacher memberships for a total of 340 memberships.
- **Treasurer's Report:** Missy Carter reported the balance in the checking account was \$1,173.98, and the balance in the savings account was \$7,974.55. The total assets as of July 31, 2018 was \$9,148.53. The report will be filed for audit.
- **Recording Secretary:** Angie Hamilton will order the badges for those that want them on Friday, August 10, 2018.

New Business

- **Audit Approval:** Kelly King stated the audit committee completed the audit and found no issues. She moved to approve the audit. The audit was unanimously approved.
- **Adopt Proposed Budget:** Missy Carter presented and discussed the 2018-2019 proposed budget and moved to approve the budget for the school year. The proposed budget was unanimously approved.

Adjournment

Kelli Jerris adjourned the meeting at 5:50 PM.

Mandarin Middle School PTSA Proposed 2018-2019 Budget

BEGINNING BALANCE \$5,213.82

INCOME

Donations	\$0.00
Interest on Savings	\$0.00
Fundraising	
Batteries	\$2,000.00
Yankee Candle	\$6,000.00
Membership Dues Income (est. 600 memberships)	
Adults (250 @ \$2.50)	\$625.00
Students (250 @ \$0.50)	\$125.00
Teachers (100 @ \$1.50)	\$150.00
FL PTA (600 @ \$3.50, owed to FLPTA)	\$2,100.00
Business Memberships (\$21.50)	\$0.00
Spirit Items	\$4,000.00
Dances	
6th Grade Dance	\$1,200.00
7th Grade Dance	\$800.00
8th Grade Dance	\$3,000.00
Total Anticipated Income	\$20,000.00

Total Funds Available **\$25,213.82**

EXPENSES

Interim Funds 2018

Administrative	\$50.00
Hospitality	\$500.00
Membership	\$200.00
Miscellaneous	\$100.00
Spirit Items	\$150.00
Subtotal	\$1,000.00

Administrative

Insurance	\$179.00
Office Supplies	\$100.00
Postage & Printing	\$20.00
Miscellaneous	\$200.00
Bank / Square Charges	\$20.00
Website Hosting & enews	\$150.00
Subtotal	\$669.00

PTSA Expenses

County Council Dues	\$35.00
DCCPTA Hospitality	\$50.00
FPTA Dues	\$2,100.00
FPTA Honorary Fees	\$75.00
President / Principal Lunch	\$200.00
PTA Conferences	\$200.00
Subtotal	\$2,660.00

PTSA Projects

Student Enrichment	
Eyeglass Fund	\$100.00
Scholarship Fund	\$100.00
School Betterment Project**	\$3,834.82
Subtotal	\$4,034.82

Committees

Dances	
6th Grade Dance	\$750.00
7th Grade Dance	\$250.00
8th Grade Dance	\$1,500.00
Fundraising	
Batteries	\$1,500.00
Yankee Candle	\$3,800.00
Historian	\$100.00
Teacher Appreciation	\$500.00
Hospitality	\$2,200.00
Membership	\$100.00
Programs	\$300.00
Student Awards	\$1,000.00
Reflections	\$50.00
Spirit Items	\$3,000.00
Volunteers	\$200.00
Subtotal	\$15,250.00

Interim Funds 2018 (Carryover)

Hospitality	\$500.00
Membership	\$50.00
Miscellaneous	\$50.00
Spirit Items	\$1,000.00
Subtotal	\$1,600.00

Total Anticipated Expenses

\$25,213.82

** Projected figure dependent on income-generating activities.

PTSA Treasurer: _____
 PTSA President: _____
 Verified by Bookkeeper: /S/ _____

Date: _____
 Date: _____
 Date: _____

Mandarin Middle School PTSA 2018-2019 Budget

BEGINNING BALANCE \$5,213.82

INCOME

Donations	\$0.00
Interest on Savings	\$0.00
Fundraising	
Batteries	\$2,000.00
Yankee Candle	\$6,000.00
Membership Dues Income (est. 600 memberships)	
Adults (250 @ \$2.50)	\$625.00
Students (250 @ \$0.50)	\$125.00
Teachers (100 @ \$1.50)	\$150.00
FL PTA (600 @\$3.50, owed to FLPTA)	\$2,100.00
Business Memberships (\$21.50)	\$0.00
Spirit Items	\$4,000.00
Dances	
6th Grade Dance	\$1,200.00
7th Grade Dance	\$800.00
8th Grade Dance	\$3,000.00
Total Anticipated Income	\$20,000.00

Total Funds Available **\$25,213.82**

EXPENSES

Interim Funds 2018

Administrative	\$0.00
Hospitality	\$103.07
Membership	\$156.29
Miscellaneous	\$0.00
Spirit Items	\$0.00
Subtotal	\$259.36

Administrative

Insurance	\$179.00
Office Supplies	\$100.00
Postage & Printing	\$20.00
Miscellaneous	\$200.00
Bank / Square Charges	\$20.00
Website Hosting & enews	\$150.00
Subtotal	\$669.00

PTSA Expenses

County Council Dues	\$35.00
DCCPTA Hospitality	\$50.00
FPTA Dues	\$2,100.00
FPTA Honorary Fees	\$75.00
President / Principal Lunch	\$200.00
PTA Conferences	\$200.00
Subtotal	\$2,660.00

PTSA Projects

Student Enrichment	
Eyeglass Fund	\$100.00
Scholarship Fund	\$100.00
School Betterment Project**	\$4,575.46
Subtotal	\$4,775.46

Committees

Dances	
6th Grade Dance	\$750.00
7th Grade Dance	\$250.00
8th Grade Dance	\$1,500.00
Fundraising	
Batteries	\$1,500.00
Yankee Candle	\$3,800.00
Historian	\$100.00
Teacher Appreciation	\$500.00
Hospitality	\$2,200.00
Membership	\$100.00
Programs	\$300.00
Student Awards	\$1,000.00
Reflections	\$50.00
Spirit Items	\$3,000.00
Volunteers	\$200.00
Subtotal	\$15,250.00

Interim Funds 2019 (Carryover)

Hospitality	\$500.00
Membership	\$50.00
Miscellaneous	\$50.00
Spirit Items	\$1,000.00
Subtotal	\$1,600.00

Total Anticipated Expenses

\$25,213.82

** Projected figure dependent on income-generating activities.

PTSA Treasurer:
PTSA President:
Verified by Bookkeeper: /S/

Signed Copy on File

Date: _____
Date: _____
Date: _____