



AGENDA

Laurier Elementary School PAC Meeting

September 22, 2020 – 6:30pm

([Zoom](mailto:laurierpac@gmail.com) email laurierpac@gmail.com for passcode)

1. Welcome, Land Acknowledgement and Introductions “I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples– Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səlilwətaʔ/Selilwitulh (TsleilWaututh) and xʷməθkʷəy̓əm (Musqueam) Nations.”	2 mins	Anita Parkinson
2. Approval of agenda	2 mins	Bill Martin
3. Approval of last meeting’s (AGM) minutes (May 2020)	2 mins	Bill Martin
4. Approval of Meeting Schedule <ul style="list-style-type: none"> • Wednesday October 21, Tuesday November 17, No December Meeting, Tuesday January 19, 2020, Tuesday February 9, Wednesday March 10, Tuesday April 13, Wednesday May 26 **AGM**, June - TBA 	10 mins	Bill Martin
5. Principal’s Report	10 mins	Armin Samiei
6. Treasurer’s Report and Budget <ul style="list-style-type: none"> • 2019-2020 Year End Financials • 2020-2021 Revised Budget 	10 mins	Anita Parkinson
7. Hot Lunch Update	10 mins	Bill Martin
8. Programs and events <ul style="list-style-type: none"> • Earthbites • Fundraising: <ul style="list-style-type: none"> ○ Purdy’s ○ Direct Appeal ○ Orange Shirts ○ Raffle 	10 mins	Bill Martin Anita Parkinson + David Shih

*** Next meeting: Wednesday October 21, 2020 @ 6:30pm ***

Zoom link will be sent via email

Treasurers Report for September 22, 2020 PAC Meeting

Sir Wilfrid Laurier Elementary PAC				Report Date:	8/31/2020		
Budget & Monthly Financial Report for 2020-2021							
	Actual	Actual	Budget	Actual to Aug 31, 2020	Draft Budget presented May 2020	Proposed Budget Sept 2020	
	2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	
Opening Balances	\$8,645.40	\$10,295.91	\$13,992.66	\$14,098.19	\$13,957.58	\$17,725.71	
Income:							
Direct Appeal	\$3,710.00	\$5,031.00	\$4,000.00	\$695.00			
Online Donation				\$2,803.77	\$1,500.00	\$1,500.00	
Hot Lunch - Net Profit	\$14,137.90	\$12,808.99	\$12,500.00	\$10,426.08	\$12,500.00	\$12,500.00	
BC Gaming (\$20/student)	\$6,380.00	\$7,248.00	\$6,000.00	\$5,880.00	\$5,880.00	\$5,880.00	
Bank Interest	\$695.17	\$696.87	\$400.00	\$674.38	\$400.00	\$400.00	
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$1,250.48	\$800.00	\$1,022.30	\$800.00	\$800.00	
Fundraising - Movie Nights (Net Profit)	\$479.00	\$425.62	\$150.00	\$516.84	\$500.00	\$500.00	
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$0.00	\$739.00	\$500.00	\$500.00	
Fundraising - Craft Fair (Net Profit)	\$761.04	\$603.00	\$200.00	\$211.50	\$200.00	\$200.00	
Fundraising (Door donations, others)	\$3,608.54	\$832.70	\$0.00	\$0.00		\$500.00	
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00	\$0.00		\$0.00	
T-shirts (Net Profit)	\$315.00	-\$319.75	\$250.00	\$1,055.00	\$805.00	\$200.00	
Income Sub-Total:	\$47,859.81	\$28,576.91	\$24,300.00	\$24,023.87	\$23,085.00	\$9,280.00	
Expenditure:							
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$75.00	\$0.00			
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$672.00	\$336.00	\$336.00	\$336.00	\$336.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$140.00	\$160.00	\$100.00	\$160.00	\$140.00	
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$380.01	\$400.00	\$0.00	\$50.00	\$50.00	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	\$20.00	
Parent Directory (Munch-A-Lunch)	\$0.00	\$0.00	\$0.00	\$0.00			
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	
Classroom Funding (\$300/FTE; 17.6 FTE)	\$5,700.00	\$5,250.00	\$5,280.00	\$5,280.00	\$5,280.00	\$5,580.00	
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$9,000.00	
Author Visits	\$934.50	\$1,150.00	\$750.00	\$0.00	\$750.00	\$750.00	
Staff Appreciation	\$1,021.47	\$547.07	\$800.00	\$800.00	\$800.00	\$800.00	
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$800.00	\$636.35	\$800.00	\$800.00	
Community Events	\$895.29	\$922.47	\$1,000.00	\$0.00	\$1,000.00	\$500.00	
Community Events: Annual Movie License	\$398.59	\$278.35	\$300.00	\$399.00	\$400.00	\$400.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$945.00	\$1,000.00	\$945.00	\$1,000.00	\$500.00	
Food safety certification	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	
Violin Program - Cost of Lessons/Books	\$9,297.73	\$0.00	\$0.00	\$0.00			
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00	\$0.00			
New Capital Purchase	\$12,000.00	\$3,073.23	\$2,500.00	\$1,500.00			
Community Fund [NEW]	\$727.95	\$0.00	\$0.00	\$0.00			
Expenditure Sub-Total:	\$46,229.30	\$24,558.13	\$24,021.00	\$20,396.35	\$21,196.00	\$18,106.00	
Net (Income - Expenditure):	\$1,630.51	\$4,018.78	\$279.00	\$3,627.52	\$1,889.00	-\$8,826.00	
Forecast Balance		\$14,314.69	\$14,271.66	\$17,725.71	\$15,846.58	\$8,899.71	
Propose fund transfer				\$0.00	\$0.00	\$0.00	
Forecast Balance After Fund Transfers		\$14,314.69	\$14,271.66	\$17,725.71	\$18,492.01	\$8,899.71	
Accruals:							
Hot lunch vendor cost accruals		\$0.00		\$0.00			
Outstanding cheques		\$8,179.66		\$20,571.95			
Proposed fund transfer outstanding		\$0.00		\$0.00			
Adjusted balance		\$22,172.32		\$38,297.66			
Bank balance		\$22,172.32		\$38,297.66			
Difference		\$0.00		\$0.00			

9/21/2020

My report today will consist of an update of last year's finances as the last time they were reported was at the AGM in May, and an updated budget which we would like to pass.

The financial report has 6 columns of numbers. The first two are the actual income/revenue for 2017-18 and 2018-19, the next two are the actuals and budget from last year, 2019-20. The final two are the draft budget for this year presented at the AGM in May, and the updated budget for this year.

Last school year a balanced budget was proposed. Due to covid, hot lunch income was less than budgeted and several activities such as author visits did not occur. As a result we finished the year with a Net (Income - Expenditure):\$3,627.52

At the bottom of the column we show a bank balance of \$38,297.66 of which \$20, 571 is earmarked for outstanding cheques which include approximately \$1500 for the mural/logo and the rest is hot lunch credits. This leaves \$17,725.71 in the bank as forecast balance.

At our AGM in May we presented the draft budget based closely on the 2019-20. Capital spending was left a zero leaving a projected surplus of \$1889.

In our updated budget we have

- removed revenue from hot lunch
- removed revenue from movie nights, craft fairs and Fresh To You
- increased classroom spending to reflect one more staff (need to confirm FTE staff count)

- decreased spending on Earthbites to \$9000
- removed spending on author visits and movie license
- reduced spending on community events and parent speakers

The resulting budget has a deficit of \$8,826 primarily due to the removal of hot lunch income for the entire year. We are proposing to cover this with the available money we have in the bank which starts the year at \$17,725.71 and would finish the year at \$8,899.71 in the worst case that hot lunch remain cancelled for the year and there is no alternative sources of replacement income.

We are looking for new fundraising opportunities and hope parents are able to support PAC through donations.