

# Treasurer's Report for May 24, 2023

## PAC Meeting Sir Wilfrid Laurier Elementary PAC

<b>Sir Wilfrid Laurier Elementary PAC</b>								4/28/2023	
<b>Budget &amp; Monthly Financial Report for 2022-2023</b>									
	Actual	Actual	Actual to Aug 31, 2020	Budget 2020-2021	Budget 2021-2022	Actual to Aug 31, 2022	Budget 2022-2023	Actual to Dec. 31, 2022	Remarks
	2017-18	2018-19	2019-20	2020-21	2021-22	2021-22	2022-23	2022-23	for 2022-23
<b>Opening Balances</b>	<b>\$8,645.40</b>	<b>\$10,295.91</b>	<b>\$14,098.19</b>	<b>\$17,910.71</b>	<b>\$13,412.52</b>	<b>\$13,412.52</b>	<b>\$19,382.38</b>	<b>\$22,712.37</b>	
<b>Income:</b>									
Direct Appeal	\$3,710.00	\$5,031.00	\$695.00		\$1,500.00	\$6,787.90	\$3,860.00	\$885.00	
Online Donation			\$2,803.77	\$1,500.00		\$500.00		\$3,000.00	
Hot Lunch - Net Profit	\$14,137.90	\$12,808.99	\$10,426.08			\$10,718.96	\$13,000.00	\$15,851.21	
BC Gaming (\$20/student)	\$6,380.00	\$7,248.00	\$5,880.00	\$5,880.00	\$5,880.00	\$6,260.00	\$6,260.00	\$6,460.00	
Bank Interest	\$695.17	\$696.87	\$674.38	\$400.00	\$150.00	\$399.50	\$100.00	\$1,764.92	
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$1,250.48	\$1,022.30	\$800.00	\$800.00	\$1,255.06	\$1,200.00	\$1,153.16	Rec'd \$183.88 for Apr. fundraiser in May.
Fundraising - Movie Nights (Net Profit)	\$479.00	\$425.62	\$516.84			\$0.00		\$491.98	
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$739.00			\$0.00		\$0.00	
Fundraising - Craft Fair (Net Profit)	\$761.04	\$603.00	\$211.50			\$0.00		\$0.00	
Fundraising (Door donations, others)	\$3,608.54	\$832.70	\$0.00	\$500.00	\$500.00	\$1,016.81	\$1,000.00	\$1,214.70	
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00			\$0.00		\$0.00	
T-shirts (Net Profit)	\$315.00	-\$319.75	\$1,055.00	\$200.00	\$200.00	\$1,268.00	\$360.00	-\$912.28	
<b>Income Sub-Total:</b>	<b>\$47,859.81</b>	<b>\$28,576.91</b>	<b>\$24,023.87</b>	<b>\$9,280.00</b>	<b>\$9,030.00</b>	<b>\$28,206.23</b>	<b>\$25,780.00</b>	<b>\$29,908.69</b>	
<b>Expenditure:</b>									
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$672.00	\$336.00	\$336.00	\$336.00	\$336.00	\$336.00	\$0.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$140.00	\$100.00	\$140.00	\$140.00	\$0.00	\$160.00	\$0.00	
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$380.01	\$0.00	\$500.00	\$100.00	\$51.09	\$100.00	\$100.93	
PAC website & domain							\$150.00	\$161.28	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$0.00	\$0.00			\$0.00		\$0.00	
Parent Directory (Munch-A-Lunch)	\$0.00	\$0.00	\$0.00			\$0.00		\$0.00	
Churchill Scholarship (2 students x \$250ea)	\$400.00	\$400.00	\$400.00	\$400.00	\$500.00	\$500.00	\$500.00	\$500.00	
Classroom Funding (\$300/FTE)	\$5,700.00	\$5,250.00	\$5,280.00	\$5,580.00	\$5,820.00	\$5,820.00	\$5,820.00	\$5,910.00	19.7 FTE
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	\$10,000.00	\$9,000.00	\$10,795.00	\$10,795.00	\$12,000.00	\$11,750.00	a 3rd cheq reissued as vendor misplaced 1st one. Cheq cancelled and is to be withdrawn from general bank account.
Author Visits	\$934.50	\$1,150.00	\$0.00		\$1,500.00	\$1,437.50	\$1,200.00	\$840.00	Author provided invoice. Will not cash cheq until June.
Staff Appreciation	\$1,021.47	\$547.07	\$800.00	\$800.00	\$800.00	\$900.00	\$1,000.00	\$0.00	
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$636.35	\$800.00	\$800.00	\$800.00	\$800.00	\$0.00	
Community Events	\$895.29	\$922.47	\$0.00	\$500.00	\$750.00	\$727.40	\$500.00	\$0.00	
Community Events: Annual Movie License	\$398.59	\$278.35	\$399.00		\$0.00	\$0.00	\$400.00	\$0.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$945.00	\$945.00	\$500.00	\$1,000.00	\$971.25	\$1,000.00	\$0.00	
Food safety certification	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$192.45	\$200.00	\$0.00	
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
New Capital Purchase	\$12,000.00	\$3,073.23	\$1,315.00		\$0.00	\$0.00	\$1,500.00	\$0.00	
<b>Expenditure Sub-Total:</b>	<b>\$46,229.30</b>	<b>\$24,558.13</b>	<b>\$20,211.35</b>	<b>\$18,556.00</b>	<b>\$22,741.00</b>	<b>\$22,530.69</b>	<b>\$25,666.00</b>	<b>\$19,262.21</b>	
<b>Net (Income - Expenditure):</b>	<b>\$1,630.51</b>	<b>\$4,018.78</b>	<b>\$3,812.52</b>	<b>-\$9,276.00</b>	<b>-\$13,711.00</b>	<b>\$5,675.54</b>	<b>\$114.00</b>	<b>\$10,646.48</b>	
<b>Forecast Balance</b>		<b>\$14,314.69</b>	<b>\$17,910.71</b>	<b>\$8,634.71</b>	<b>-\$298.48</b>	<b>\$19,088.06</b>	<b>\$19,496.38</b>	<b>\$33,358.85</b>	
Propose fund transfer			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Forecast Balance After Fund Transfers</b>		<b>\$14,314.69</b>	<b>\$17,910.71</b>	<b>\$8,634.71</b>	<b>-\$298.48</b>	<b>\$19,088.06</b>	<b>\$19,496.38</b>	<b>\$33,358.85</b>	
<b>Accruals:</b>									
Hot lunch vendor cost accruals		\$0.00	\$0.00			\$0.00		\$0.00	
Outstanding cheques		\$8,179.66	\$19,071.95			\$324.32		\$18,798.31	
Proposed fund transfer outstanding		\$0.00	\$0.00			\$0.00		\$0.00	
Adjusted balance		\$22,172.32	\$36,982.66			\$19,412.38		\$52,157.16	
Bank balance		\$22,172.32	\$38,297.66			\$19,130.77		\$44,873.38	
Difference		\$0.00	-\$1,315.00			\$281.61		\$7,283.78	

The presented financials have the following columns. The first four columns are past numbers; last two year's budget and last two year's actual values. The fifth column of numbers is the budget for this year. The third section is the actuals for this year to September 30, 2023. The different columns represent the different accounts that the money is held/collected in. General is our main bank account, Fundraising is not currently in use. School Held is the account held by the school and contains donations for which the VSB has issued tax receipts. Gaming is the account that the BC Gaming Grant and other Gaming revenue goes into.

### **In April**

- Hot lunch received \$109.24 for late payments for Term 3 bringing total Hot Lunch sales to \$27,331.44.
- Movie Night expenses from March were paid.
- Term 2 vendor expenses have been paid and should be completed.
- We received the Purdy's cheq for our Christmas fundraiser totalling \$969.28.

### **Since April 30**

- We have received \$586.50 in t-shirt sales bringing our deficit down to -\$912.28.
- Churchill scholarships totalling \$500 were withdrawn.
- We received the Purdy's cheq for our Spring fundraiser totalling \$183.88.

### **To Year-End**

- Staff appreciation (shown in forecast)
- Gr 7 Celebration totalling \$800 (shown in forecast)
- Sports Day (shown in forecast)
- Author Visits totalling \$840 is to be withdrawn and falls within our \$1200 budget.
- Forecast: Revenue \$29,724.81 Expenditure \$19,262.21. Revenue greater than expenditure will allow us to accommodate a potential increase in new students and staff in September.
- Expect year end bank balance: \$30,200. Huge thank you's to all the Hot Lunch team who have helped raise over \$15,000.
- T-shirt Update: We are currently in a deficit of -\$912.28. Our fundraising this year allows us to cover the deficit and hope to recoup the costs and return to a profit as new students begin for the 2023-2024 school year.
- MunchaLunch admin/service fees (shown in forecast)

**Sir Wilfrid Laurier Elementary PAC**  
**DRAFT Financial Report for 2022-2023**

	Actual to Aug 31, 2021	Budget 2021-2022	Actual to Aug 31, 2022	Budget 2022-2023	Forecast	DRAFT BUDGET 2023-2024	Remarks
	2020-21	2021-22	2021-22	2022-23	2022-23		
<b>Opening Balances</b>	<b>\$17,890.71</b>	<b>\$13,412.52</b>	<b>\$13,412.52</b>	<b>\$19,382.38</b>	<b>\$22,712.37</b>		
<b>Income:</b>							
Direct Appeal	\$2,590.55	\$1,500.00	\$6,787.90	\$3,860.00	\$885.00	\$400.00	accommodate those that have not received notice moving to online only.
Online Donation	\$2,017.50		\$500.00		\$3,000.00	\$4,000.00	moving to online only
Hot Lunch - Net Profit	\$0.00		\$10,718.96	\$13,000.00	\$15,851.21	\$18,000.00	assuming increase in students
BC Gaming (\$20/student)	\$6,160.00	\$5,880.00	\$6,260.00	\$6,260.00	\$6,460.00	\$7,000.00	increase in number of students
Bank Interest	\$217.25	\$150.00	\$399.50	\$100.00	\$1,764.92	\$1,800.00	
Fundraising - Purdy's (Net Profit)	\$1,506.63	\$800.00	\$1,255.06	\$1,200.00	\$1,153.16	\$1,200.00	Increase in number of PAC members and students
Fundraising - Movie Nights (Net Profit)	\$0.00		\$0.00		\$500.00	\$500.00	if continuing movie nights.
Fundraising - Fresh to You (Net Profit)	\$0.00		\$0.00		\$0.00	\$0.00	
Fundraising - Craft Fair (Net Profit)	\$0.00		\$0.00		\$0.00	\$0.00	
Fundraising (Door donations, others)	\$443.50	\$500.00	\$1,016.81	\$1,000.00	\$1,214.70	\$1,100.00	
Violin Program (Gross Rev)	\$0.00		\$0.00		\$0.00	\$0.00	
T-shirts (Net Profit)	\$515.31	\$200.00	\$1,268.00	\$360.00	-\$912.28	\$500.00	
<b>Income Sub-Total:</b>	<b>\$13,450.74</b>	<b>\$9,030.00</b>	<b>\$28,206.23</b>	<b>\$25,780.00</b>	<b>\$29,916.71</b>	<b>\$34,500.00</b>	
<b>Expenditure:</b>							
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$336.00	\$336.00	\$336.00	\$336.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$0.00	\$140.00	\$0.00	\$160.00	\$0.00	\$150.00	if we return to in-person meetings
PAC Admin: Office Supplies & Banking Costs	\$260.71	\$100.00	\$51.09	\$100.00	\$100.93	\$100.00	
PAC website & domain				\$150.00	\$161.28	\$150.00	Over budget this year to accommodate payment for 2 yrs.
PAC Admin: Float (for Hot Lunch Sales)	\$0.00		\$0.00		\$0.00	\$0.00	
Parent Directory (Munch-A-Lunch)	\$0.00		\$0.00		\$0.00	\$0.00	
Churchill Scholarship (2 students x \$250ea)	\$400.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Classroom Funding (\$300/FTE)	\$5,640.00	\$5,820.00	\$5,820.00	\$5,820.00	\$5,910.00	\$6,100.00	Classroom funding is done automatically. We find out in the fall \$ we receive.
Extracurricular Activities: Earthbites	\$9,000.00	\$10,795.00	\$10,795.00	\$12,000.00	\$11,750.00	\$13,000.00	if more supplies are needed like planters for increase in class sizes
Author Visits	\$0.00	\$1,500.00	\$1,437.50	\$1,200.00	\$840.00	\$1,400.00	to host more sessions for increase in students
Staff Appreciation	\$800.00	\$800.00	\$900.00	\$1,000.00	\$1,000.00	\$1,300.00	to accommodate in crease in number of staff
Grade 7 Grad Class Celebration (Flat contribution)	\$804.30	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	
Community Events	\$187.92	\$750.00	\$727.40	\$500.00	\$600.00	\$800.00	increase for number of students
Community Events: Annual Movie License	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$500.00	\$1,000.00	\$971.25	\$1,000.00	\$1,000.00	\$1,600.00	increase number of events or sessions for new PAC members
Food safety certification	\$0.00	\$200.00	\$192.45	\$200.00	\$0.00	\$200.00	
Teacher / School Requests	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
New Capital Purchase	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	
<b>Expenditure Sub-Total:</b>	<b>\$17,928.93</b>	<b>\$22,741.00</b>	<b>\$22,530.69</b>	<b>\$25,666.00</b>	<b>\$22,998.21</b>	<b>\$26,836.00</b>	
<b>Net (Income - Expenditure):</b>	<b>-\$4,478.19</b>	<b>-\$13,711.00</b>	<b>\$5,675.54</b>	<b>\$114.00</b>	<b>\$6,918.50</b>	<b>\$7,664.00</b>	
<b>Forecast Balance</b>	<b>\$13,412.52</b>	<b>-\$298.48</b>	<b>\$19,088.06</b>	<b>\$19,496.38</b>	<b>\$29,630.87</b>	<b>\$7,664.00</b>	
Propose fund transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Forecast Balance After Fund Transfers</b>	<b>\$13,412.52</b>	<b>-\$298.48</b>	<b>\$19,088.06</b>	<b>\$19,496.38</b>	<b>\$29,630.87</b>	<b>\$7,664.00</b>	
<b>Accruals:</b>							
Hot lunch vendor cost accruals	\$0.00		\$0.00			\$0.00	
Outstanding cheques	\$7,199.35		\$324.32			\$0.00	
Proposed fund transfer outstanding	\$0.00		\$0.00			\$0.00	
Adjusted balance	\$20,611.87		\$19,412.38			\$7,664.00	
Bank balance	\$20,611.87		\$19,130.77			\$0.00	
Difference	\$0.00		\$281.61			\$7,664.00	

As per our constitution, a draft budget is presented at the AGM for the following year. It is meant as guidance for the incoming exec team who will pass their budget in the fall. We are presenting a balanced budget (expenditure = income). This year we ended with a surplus, so next year's exec may decide to spend from savings.

Income: Major fundraiser is Hot Lunch. As we gain more students in the fall, the budget can be adjusted as necessary.

Direct Appeal: Moving forward, this will be solely online.

Fundraising: This assumes a fundraiser, this year auction, past years raffle, craft fair, movie nights, Fresh-to-you. If the incoming exec team does not have any plans, this number should be adjusted.

Gaming grant: This is automatic from the government as long as the application is made by the exec team by the end of June.

Expenditure: Earthbites continue to be our largest expense. This will have to be adjusted as needed in the fall if there are to be increases in the number of classrooms/students and will require more equipment.

Author Visits: Increased from \$1200 to \$1400 to allow more sessions for an increased number of students.

Staff Appreciation: Increasing from \$1000 to \$1,300 to accommodate any new staff.

Community Events: Increased from \$500 to \$800 to cover Sports Day treats and pizza for grade 8 volunteers, along with Bike to School Week. This allows \$400 for Sports Day expenses and \$400 for Bike to School Week.

Parent Outreach: Increased from \$1000 to \$1600 to allow more sessions for new Laurier PAC members.

Expenditure: Most items are the same as previous years.