

**Friends of Alice Birney Elementary  
6/8/17  
Birney Elementary, Room 3**

<b>Time</b>	<b>Item</b>	<b>Who</b>	<b>Action</b>	<b>Attachment</b>
6:00 PM	1. Approve Agenda	Board members	Motion/ Vote	None
6:02 PM	2. Approve minutes of 5/11/17 Meeting	Board members	Motion/ Vote	Attachment A
6:05 PM	3. Treasurer's Report - Meeting our goal	Chris	No	B & C
6:30 PM	4. Banners	Beth	No	None
6:45 PM	4. BNO Wrap-Up	Shelley	No	None
6:55 PM	5. Pride	James	No	None
7:05 PM	6. Other Fundraisers - Chipotle, Mighty Nest, Pop Pie	Tulip	No	None
7:15 PM	7. 2016/17 Board Elections	Beth	Motion/ Vote	D
7:30 PM	8. Adjourn	Board members	None	None



	<u>Selected Period</u>	<u>Year to Date</u>	<u>Budget</u>
<b>Cash Balance Forward</b>			
MFCU Checking ID 09	71,050.94	84,110.41	84,110.41
MFCU Checking ID 10	200.00	0.00	0.00
MFCU Money Market ID 02	28,564.59	0.00	0.00
MFCU Savings ID 01	0.00	28,534.98	28,534.98
PayPal Account	7,583.59	442.38	442.38
x_Chase Checking	0.00	0.00	0.00
<b>Total Cash Balance Forward</b>	<b>\$ 107,399.12</b>	<b>\$ 113,087.77</b>	<b>\$ 113,087.77</b>
<b>Receipts</b>			
<b>Administration</b>			
Donations - Administration	1,300.00	9,100.00	3,500.00
Donations - Community	0.00	6,379.45	15,283.00
Interest Income	3.64	33.25	50.00
<b>Fundraisers</b>			
Amazon Smile	76.80	208.71	0.00
Amazon Store Front	238.62	1,939.84	1,500.00
Big Give	0.00	22,502.36	23,000.00
BNO-1 (Birney Night Out)	0.00	5,902.66	4,000.00
BNO-2 (Birney Night Out)	4,092.55	4,092.55	4,000.00
Monthly Contributions (Give a Latte)	140.00	2,165.00	3,000.00
Pride Parking	0.00	3,571.50	3,500.00
Run for the Green	3.46	34,869.01	28,000.00
<b>Programs</b>			
Art/Music/Dance	0.00	0.00	500.00
Garden	0.00	135.00	500.00
Spanish	0.00	0.00	500.00
<b>Total Receipts</b>	<b>\$ 5,855.07</b>	<b>\$ 90,899.33</b>	<b>\$ 87,333.00</b>
<b>Expenses</b>			
<b>Administration</b>			
Advertising & Promotion	40.72	1,190.44	1,500.00
Bank Charges	0.00	42.85	50.00
Bank Charges - NSF	0.00	0.00	25.00
Childcare	45.00	255.00	400.00
Computer Expense	34.00	763.25	750.00
Conferences/IB Training for Teachers	0.00	5,000.00	5,000.00
Insurance	0.00	(805.00)	805.00
Non-Program Expense (Use of Grants from Others)	0.00	3,631.28	0.00
Operating Expenses	35.00	145.00	400.00
Other Expenses	0.00	0.00	400.00
PayPal Fees - Administration	0.00	6.73	50.00
Postage	0.00	0.00	100.00
Supplies	0.00	45.14	150.00
<b>Fundraisers</b>			
Big Give	0.00	406.67	500.00
BNO-1 (Birney Night Out)	0.00	307.25	400.00
BNO-2 (Birney Night Out)	72.30	132.30	400.00
Monthly Contributions (Give a Latte)	5.48	79.73	100.00
Pride Parking	0.00	10.00	350.00
Run for the Green	0.00	664.06	2,000.00
<b>Programs</b>			
Art/Music/Dance	960.00	29,388.75	25,130.00
Class Size Reduction/Other	0.00	1,000.00	0.00
Garden	901.05	26,105.51	32,380.00
Spanish	0.00	24,457.50	30,718.00

	\$ 2,093.55	\$ 92,826.46	\$ 101,608.00
Total Expenses			
Net Receipts	\$ 3,761.52	\$ (1,927.13)	\$ (14,275.00)
Less:			
Emergency Reserve			28,500.00
Garden Supplies/Equipment			1,805.58
IB Materials			2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016			0.00
Zurich University Hosting			500.00
Unallocated Reserves			65,124.69
			\$ 0.00
<b>Cash Balance</b>	\$ 111,160.64	\$ 111,160.64	
Change to Fund Balance	901.05	6,941.79	
Change to Garden Supplies/Equipment	(901.05)	(2,310.51)	
Change to Kaiser Staff Lounge/Kitchen Grant 2016	0.00	(3,631.28)	
Change to Zurich University Hosting	0.00	(1,000.00)	
<b>Subtotal</b>	\$ 111,160.64	\$ 111,160.64	
PayPal (Old Asset Account)	0.00	0.00	
Undeposited Funds	280.00	280.00	
<b>Adjusted Cash Balance</b>	\$ 111,440.64	\$ 111,440.64	

**Checks Written**

323	Franchise Tax Board	2016 CA tax filing fee	10.00
324	Attorney General's Registry of Charitable Trust	CA AG Registration/Renewal Fee (unsure of year, ~2015)	25.00
325	Elizabeth Deig	MailChimp - April 2017	17.00
326	Tulip Howard	RFG - Supplies/Prizes	21.54
327	Rita Brierton	1st Grade Art - Jan to Mar 20176	960.00
328	Permasystems	Rain barrel - offset garden reserve	901.05
329	Tulip Howard	Supplies, Printing, etc - reimburse for multiple events	40.72
330	Shelley Jaccard	BNO #2 printing, supplies	73.41
331	Kari Ramirez	BNO#2 supplies - envelopes, etc.	33.58
332	Heather Kin	Childcare for Board Meeting - May 2016	30.00
333	Heather Kin	Childcare Parent Org Meeting - May 2016; SDUSD paid for first hour (re: lead detection/resp mtg)	15.00
334	Espie Tuthill	BNO #2 food for childcare	101.46

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date	Type	Number	Description	Amount	Totals
<b>x_Chase Checking</b>					
					<b>\$ 0.00</b>
					<b>\$ 0.00</b>
					<b>\$ 0.00</b>
					<b>\$ 0.00</b>
<b>MFCU Checking ID 09</b>					
					<b>\$ 71,050.94</b>
<b>Deposited Income</b>					
05/01/2017	DEPOSIT		Amazon Store Front ACH	\$ 159.83	
05/05/2017	DEPOSIT		4 Checks	1,605.00	
05/11/2017	DEPOSIT		Amazon Smile ACH	76.80	
05/13/2017	DEPOSIT		Cash, 2 Checks, \$125 DJ Cash Payment	1,666.00	
05/19/2017	DEPOSIT		Cash, 1 Check	240.00	
05/30/2017	DEPOSIT		Amazon Store Front ACH	78.79	
			TOTAL		<b>\$ 3,826.42</b>
<b>Adjustments/Transfers</b>					
05/08/2017	ADJUSTMENT	206	Transfer from PayPal to MFCU Checking	\$ 7,600.00	
			TOTAL		<b>\$ 7,600.00</b>
<b>Total Deposits</b>					
					<b>\$ 11,426.42</b>
<b>Checks</b>					
05/04/2017	CHECK	323	Franchise Tax Board, 2016 CA tax filing fee	\$ 10.00	
05/04/2017	CHECK	324	Attorney General's Registry of Charitable Trust, CA AG Registration/Renewal Fee (unsure of year, ~2015)	25.00	
05/04/2017	CHECK	325	Elizabeth Deig, MailChimp - April 2017	17.00	
05/04/2017	CHECK	326	Tulip Howard, RFG - Supplies/Prizes	21.54	
05/09/2017	CHECK	327	Rita Brierton, 1st Grade Art - Jan to Mar 20176	960.00	
05/09/2017	CHECK	328	Permasystems, Rain barrel - offset garden reserve	901.05	
05/09/2017	CHECK	329	Tulip Howard, Supplies, Printing, etc - reimburse for multiple events	40.72	
05/11/2017	CHECK	330	Shelley Jaccard, BNO #2 printing, supplies	73.41	
05/11/2017	CHECK	331	Kari Ramirez, BNO#2 supplies - envelopes, etc.	33.58	
05/11/2017	CHECK	332	Heather Kin, Childcare for Board Meeting - May 2016	30.00	
05/16/2017	CHECK	333	Heather Kin, Childcare Parent Org Meeting - May 2016; SDUSD paid for first hour (re: lead detection/resp mtg)	15.00	
05/31/2017	CHECK	334	Espie Tuthill, BNO #2 food for childcare	101.46	
			TOTAL		<b>\$ 2,228.76</b>
<b>Adjustments/Transfers</b>					
05/19/2017	ADJUSTMENT	205	MailChimp - May 2017 via Debit Card (wrong acct! should be checking #10)	\$ 17.00	

Date	Type	Number	Description	Amount	Totals
				TOTAL	\$ 17.00
<b>Total Disbursements</b>					<b>\$ 2,245.76</b>
<b>Balance On Hand 5/31/2017</b>					<b>\$ 80,231.60</b>
<b>MFCU Savings ID 01</b>					
<b>Balance On Hand 5/1/2017</b>					<b>\$ 0.00</b>
<b>Total Deposits</b>					<b>\$ 0.00</b>
<b>Total Disbursements</b>					<b>\$ 0.00</b>
<b>Balance On Hand 5/31/2017</b>					<b>\$ 0.00</b>
<b>PayPal Account</b>					
<b>Balance On Hand 5/1/2017</b>					<b>\$ 7,583.59</b>
<b>Deposited Income</b>					
05/31/2017	DEPOSIT		PayPal summary deposit	\$ 2,535.00	
				TOTAL	\$ 2,535.00
<b>Total Deposits</b>					<b>\$ 2,535.00</b>
<b>Adjustments/Transfers</b>					
05/08/2017	ADJUSTMENT	206	Transfer from PayPal to MFCU Checking	\$ 7,600.00	
05/31/2017	ADJUSTMENT	209	Reduce gross PayPal deposit by fees	77.78	
				TOTAL	\$ 7,677.78
<b>Total Disbursements</b>					<b>\$ 7,677.78</b>
<b>Balance On Hand 5/31/2017</b>					<b>\$ 2,440.81</b>
<b>MFCU Money Market ID 02</b>					
<b>Balance On Hand 5/1/2017</b>					<b>\$ 28,564.59</b>
<b>Adjustments/Transfers</b>					
05/31/2017	ADJUSTMENT	207	Bank interest payment	\$ 3.64	
				TOTAL	\$ 3.64
<b>Total Deposits</b>					<b>\$ 3.64</b>

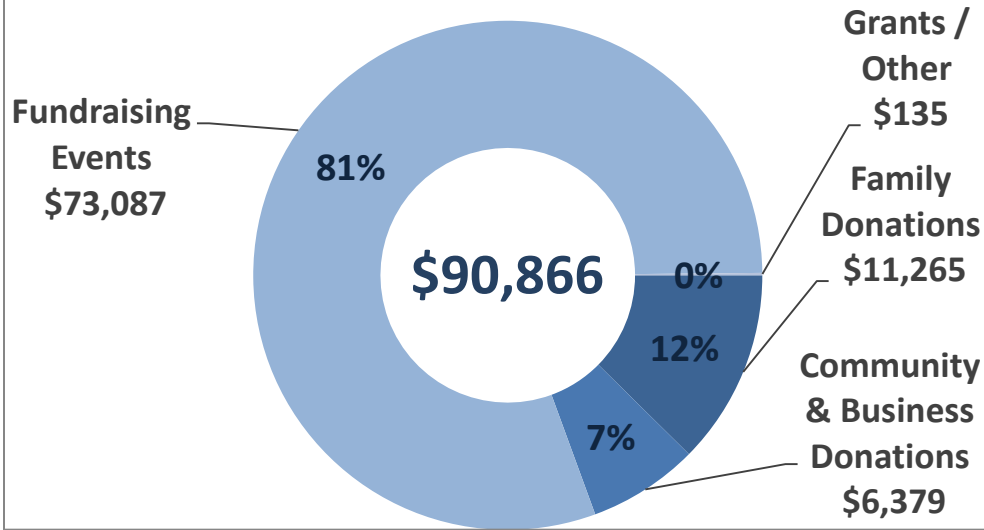
<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 5/31/2017					<u>\$ 28,568.23</u>
MFCU Checking ID 10					
Balance On Hand 5/1/2017					<u>\$ 200.00</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 5/31/2017					<u>\$ 200.00</u>
Other Information					

Category	Type	Balance
<b>Assets</b>		
Accounts Receivable	Asset	\$ 0.00
Cash Box	Asset	0.00
Fixed Assets	Asset	0.00
Inventory	Asset	0.00
Investments	Asset	0.00
MFCU Checking ID 09	Bank	80,231.60
MFCU Checking ID 10	Bank	200.00
MFCU Money Market ID 02	Bank	28,568.23
MFCU Savings ID 01	Bank	0.00
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	2,440.81
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
<b>Total Assets</b>		<b>\$ 111,440.64</b>
<b>Liabilities</b>		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
<b>Total Liabilities</b>		<b>\$ 0.00</b>
<b>Fund Balance</b>		
Emergency Reserve	Carry-Over/Restricted	\$ 28,500.00
Fund Balance	Carry-Over/Restricted	79,679.69
Garden Supplies/Equipment	Carry-Over/Restricted	1,805.58
IB Materials	Carry-Over/Restricted	2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016	Carry-Over/Restricted	0.00
Zurich University Hosting	Carry-Over/Restricted	500.00
Change in Fund Balance		(1,927.13)
<b>Total Fund Balance</b>		<b>\$ 111,440.64</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$ 111,440.64</b>

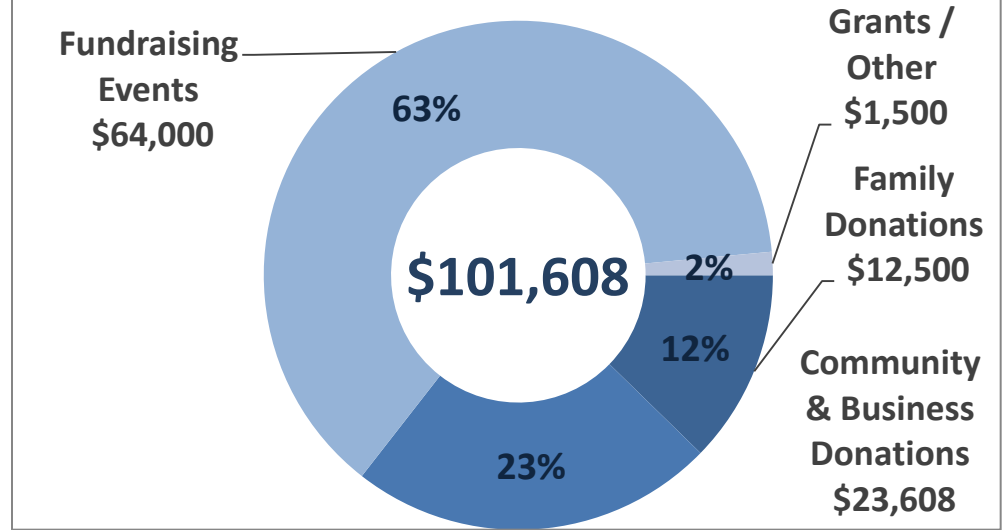


# FOABE Income and Expenses

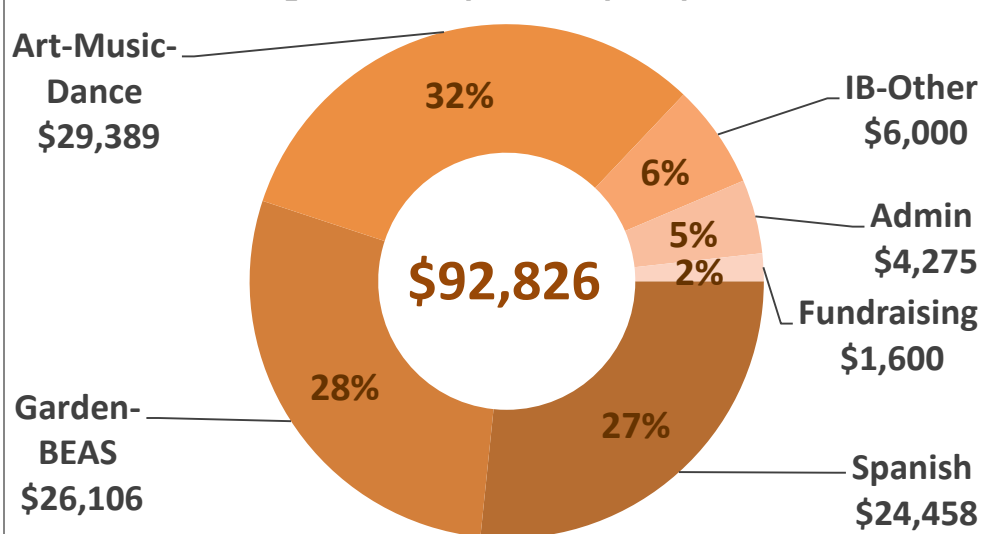
## Funds Raised 7/1 to 5/31/17



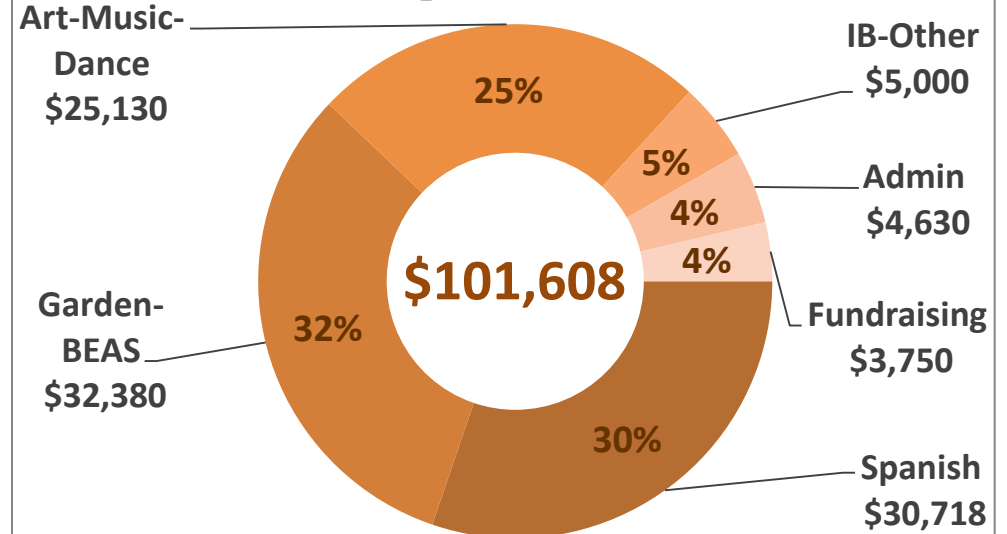
## Fundraising Goals for 2016-17



## Expenses 7/1 to 5/31/17

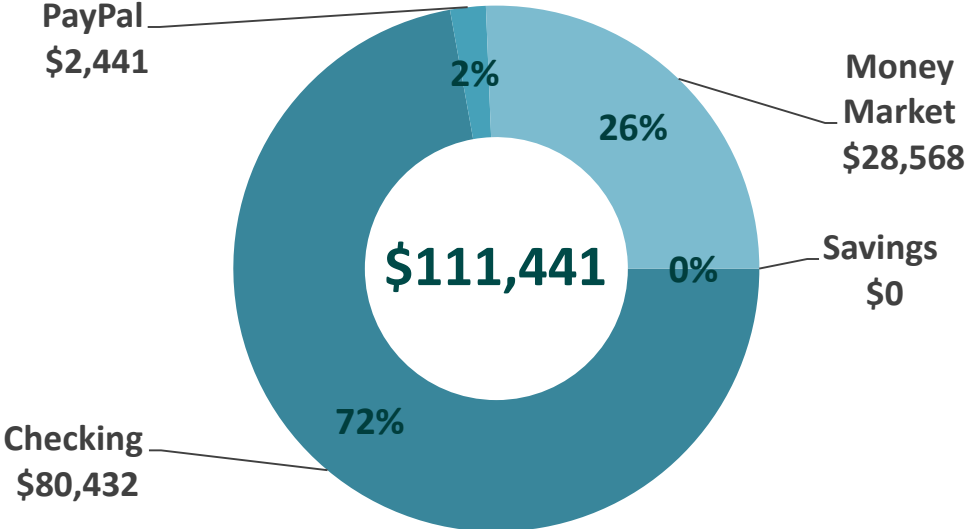


## Planned Expenses for 2016-17

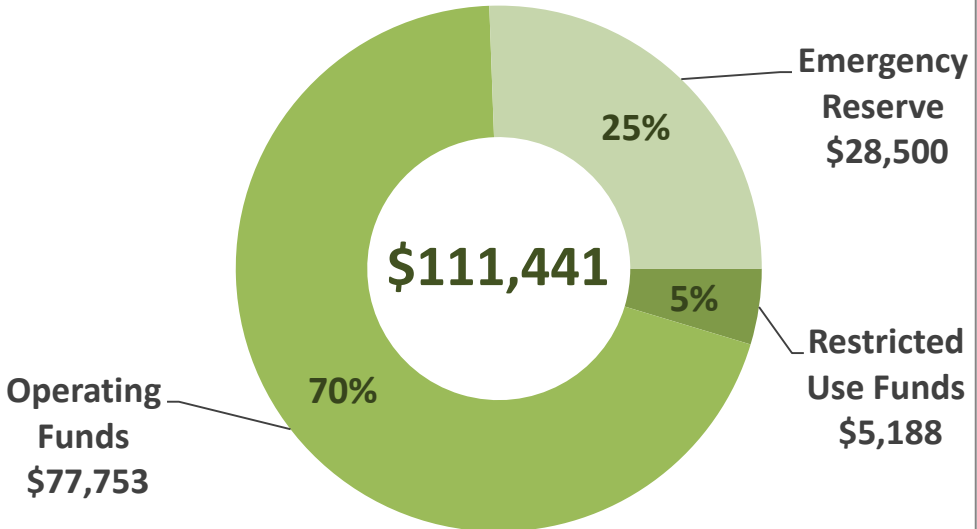


# FOABE Assets

### Account Balances as of 5/31/17



### Funds Availability as of 5/31/17



# Friends of Alice Birney Elementary

## ATTACHMENT C

Motion 1: Vote to select board members for 2017/2018:

Board Position	Member	Year in Office
President	Wendy DeCesare	3 <sup>rd</sup>
Vice President	Chris Jaccard	3 <sup>rd</sup>
Treasurer	Nikki Bergstrom	2 <sup>nd</sup>
Secretary	Brenda Anderson	2 <sup>nd</sup>
Principal	Amanda Hammond-Williams	Permanent position
PTA Liaison	Cris Scorza	1 <sup>st</sup>
At-Large	Chris Lazich	1 <sup>st</sup>
At-Large	James Fitzgerald	2 <sup>nd</sup>
At-Large	Sarah McLure	1 <sup>st</sup>
At-Large	Tulip Howard	3 <sup>rd</sup>

Board Member	Roles	Responsibilities
President	<ul style="list-style-type: none"> <li>Lead organization</li> <li>Represent FOABE: kinder orientation, family Fridays</li> </ul>	<ul style="list-style-type: none"> <li>Create meeting agendas/ run meetings</li> <li>Write messages to Birney community</li> <li>Prepare/send monthly and special eblasts</li> <li>Recruit donors</li> <li>Coordinate with PTA president/ Principal</li> <li>Annual Report</li> <li>Bylaws</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>Run meeting in president's absence</li> <li>Chair one fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>Chair nominating committee</li> <li>Connect with volunteers to make sure they are appreciated and have support they need</li> <li>Recruit volunteers</li> <li>Monitor permits and insurance for FOABE and fundraising events</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>Manage FOABE finances</li> </ul>	<ul style="list-style-type: none"> <li>Create monthly financial/treasurer reports</li> <li>File taxes, file state requirements</li> <li>Pay invoices, issue checks</li> <li>Balance finances</li> <li>Manage investments</li> <li>Manage PayPal</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Manage correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Take meeting minutes and publish to president</li> <li>Check FOABE box</li> <li>Check PO box</li> <li>Write thank you notes</li> <li>Gmail management, website, social media</li> <li>Donor Tools management</li> </ul>
At large board member	<ul style="list-style-type: none"> <li>Annual report</li> </ul>	<ul style="list-style-type: none"> <li>Donor recognition</li> <li>Volunteer recognition</li> </ul>
At large board member	<ul style="list-style-type: none"> <li>Sponsorship recognition</li> </ul>	<ul style="list-style-type: none"> <li>Assemble and manage business logos</li> <li>Printing of materials</li> <li>Posting as promised: website, fence, events, eblasts etc..</li> </ul>
All board members	<ul style="list-style-type: none"> <li>Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>Chair at least one committee</li> </ul>