

Friends of Alice Birney Elementary
11/12/15
Room 26 - Mr. O'Malley's room

Time	Item	Who	Action	Attachment
6:00 PM	1. Approve Agenda	Board members	Motion/ Vote	None
6:02 PM	2. Approve minutes of 10/8/15	Board members	Motion/ Vote	Attachment A
6:05 PM	3. Treasurer's Report - Approve Revised 2015/16 Budget, Review new financial reporting tools	Chris	yes	Attachment B-F
6:20 PM	4. UHUH wrap up	Jennifer	No	None
6:40 PM	5. BNO #1 - Nov 13th	Lyn	No	None
6:50 PM	6. Big Give	Brenda	No	None
7:00 PM	8. Grants, UCIBF (next mtg date)	Aryn	No	None
7:10 PM	9. Canvassing Committee	Jennifer	No	None
7:20 PM	10. Passive Fundraising - Give a Latte, Gift Cards, SONO Fest opportunity	Chris/Diana/ Carrie	No	None
7:30 PM	12. Adjourn	Board members	Motion/ Vote	None

2015/2016 FOABE	
meeting dates and main topic of discussion	
9/10/15	Budget, UHUH, Committees
10/8/15	UHUH, PNO#1, Canvassing
11/12/15	BNO #1, Big Give
12/10/15	Big Give
2/11/16	RFTG, BNO #2
3/10/16	RFTG
5/12/16	Elections
6/9/16	Election Night, Pride Parking
7/7/16	Year in Review
8/11/16	Budget

Committee chairs	
Budget	Chris Jaccard
UHUH Festival	Jennifer Ayala
Birney Nights Out	Lyn Patterson
Canvassing	Jennifer Ayala
Run for the Green	Tulip Howard
Pride Parking	Tom O'Malley
Big Give	Brenda Anderson
Grant Writing	Aryn Famiglietti
PTA Liason	Aryn Famiglietti
Passive Fundraising	
Website/Eblast	Nikki Bergstrom
Parent Coffee Connect	Tulip Howard
Election	

Friends of Alice Birney Elementary

10/8/15 Meeting – Rm 26, Mr O'Malley's room

Meeting Called to Order by Beth – 6:07 p.m.

Topic	Discussion	Action
Agenda	Reviewed-Approved	Motion by C. Jaccard/W. DeCesare
Minutes	Reviewed	Motion by W. DeCesare/T. Howard
Attendance	Beth Deig President Tulip Howard Vice-President Chris Jaccard Treasurer Wendy DeCesare Secretary Carrie Binder John Amat Tom O'Malley Guest: Jennifer Ayala, Ari Hanovar, Nikki Bergstrom, Molly McJohn, Jane Muschenetz, James Fitzgerald, Laura Hofreiter, Indrani Ganguly-Fitzgerald, Linda Schneider, Elise Yungeberg, Rodrigo Muniz, Chris Scorza	
Financial	Treasurer's Report - Chris Jaccard <ul style="list-style-type: none"> Approximately \$50,000 in checking Approximately \$25,000 in savings Some accounts need updating. Overall, we have funds coming in with little going out so far Discussed adding a "thank you" page for donating businesses in yearbook 	
Fundraising Report And additional information	UHUH Fest – November 7, 2015 - Jennifer Ayala <ul style="list-style-type: none"> Need volunteers! 27 out of 158 volunteer spots filled Planning meeting Sunday, October 18 from 3-5 pm at Cueva Bar Canvassing – Jennifer Ayala <ul style="list-style-type: none"> Send form to parents for individual donations Teachers pass out donation/volunteer form at beginning of the year or at back to school night? Make it a mandatory form? World Beat Center – Ari Honarvar <ul style="list-style-type: none"> They have various grants available. Shade on playground & in garden? Need to determine ways to utilize them & their resources They will participate in UHUH. Bringing drums. Need to determine other details 	
Other business	PNO <ul style="list-style-type: none"> Friday, November 13 at U31 40% of bar/food sales donated to school. Event is open to the community Need to determine if Kids Night Out will be available at the school Passive Fundraising <ul style="list-style-type: none"> Give a Latte – monthly PayPal donation Music Program <ul style="list-style-type: none"> TBD by Ms Amanda. Scheduling & funding need to be addressed Discussed protocol for handling proposals with FOABE 	
Adjourn	Meeting adjourn at 7:43 pm	Motion by B. Deig/T. O'Malley
Next Meeting	November 12, 2015 @ 6 pm – Birney Elementary Rm 26	

Date	Type	Number	Description	Amount	Totals
x_Chase Checking					
Balance On Hand 10/1/2015					\$ 0.00
Total Deposits					\$ 0.00
Total Disbursements					\$ 0.00
Balance On Hand 10/31/2015					\$ 0.00
MFCU Checking					
Balance On Hand 10/1/2015					\$ 59,770.74
Deposited Income					
10/02/2015	DEPOSIT		sponsorships, booth	\$ 230.00	
10/05/2015	DEPOSIT		Misc deposits	1,050.00	
10/16/2015	DEPOSIT		Sponsorship and Harvest booth	1,425.00	
10/23/2015	DEPOSIT		6 checks and cash	815.00	
10/29/2015	DEPOSIT		Amazon Store Front ACH	251.00	
				TOTAL	\$ 3,771.00
Adjustments/Transfers					
10/26/2015	ADJUSTMENT	118	Transfer from PayPal to MFCU Checking; initiated 10/23	\$ 1,500.00	
				TOTAL	\$ 1,500.00
Total Deposits					\$ 5,271.00
Checks					
10/02/2015	CHECK	185	IES Language Foundation, Spanish Invoice #21	\$ 2,328.75	
10/02/2015	CHECK	186	Joan Green, September 1st to 30th	640.00	
10/08/2015	CHECK	187	Heather Kin, Childcare for Sep & Oct FOABE meetings	60.00	
10/12/2015	CHECK	188	Molly McJohn, Coffee Connect supplies	102.93	
10/16/2015	CHECK	189	Extra Graphic, 50% of T-shirt order; PO# HF2015	380.25	
10/23/2015	CHECK	190	Elizabeth Deig, MailChimp Jul - Oct (\$21.25/mo)	85.00	
10/23/2015	CHECK	191	Jennifer Ayala, Harvest Festival Liability Insurance	398.00	
10/23/2015	CHECK	192	Dig Down Deep, Garden - September (Invoice 2015-13)	1,500.00	
10/30/2015	CHECK	193	IES Language Foundation, Spanish - October (Invoice 22)	3,240.00	
				TOTAL	\$ 8,734.93
Total Disbursements					\$ 8,734.93
Balance On Hand 10/31/2015					\$ 56,306.81
MFCU Savings					
Balance On Hand 10/1/2015					\$ 25,013.90

Date	Type	Number	Description	Amount	Totals
Adjustments/Transfers					
10/31/2015	ADJUSTMENT	119	Bank interest payment	\$ 2.12	
				TOTAL	\$ 2.12
Total Deposits					\$ 2.12
Total Disbursements					\$ 0.00
Balance On Hand 10/31/2015					\$ 25,016.02
PayPal Account					
Balance On Hand 10/1/2015					\$ 574.87
Deposited Income					
10/31/2015	DEPOSIT		PayPal summary deposit	\$ 1,400.00	
				TOTAL	\$ 1,400.00
Total Deposits					\$ 1,400.00
Adjustments/Transfers					
10/26/2015	ADJUSTMENT	118	Transfer from PayPal to MFCU Checking; initiated 10/23	\$ 1,500.00	
10/31/2015	ADJUSTMENT	117	Reduce gross PayPal deposit by fees	36.50	
				TOTAL	\$ 1,536.50
Total Disbursements					\$ 1,536.50
Balance On Hand 10/31/2015					\$ 438.37
Other Information					

From October 1, 2015 to October 31, 2015

	Selected Period	Year to Date	Budget
Cash Balance Forward			
MFCU Checking	59,770.74	47,502.86	47,502.86
MFCU Savings	25,013.90	25,007.60	25,007.60
PayPal Account	574.87	0.00	0.00
x_Chase Checking	0.00	0.00	0.00
Total Cash Balance Forward	\$ 85,359.51	\$ 72,510.46	\$ 72,510.46
Receipts			
Administration			
Donations - Administration	1,320.00	1,320.00	3,000.00
Donations - Community	2,900.00	12,046.27	18,500.00
Interest Income	2.12	8.42	0.00
Fundraisers			
Amazon Smile	0.00	53.97	0.00
Amazon Store Front	251.00	450.58	1,500.00
Big Give	0.00	0.00	23,000.00
Harvest Festival	230.00	272.00	1,000.00
Monthly Contributions (Give a Latte)	240.00	825.00	2,400.00
PNO-1 (Parents' Night Out)	0.00	0.00	3,500.00
PNO-2 (Parents' Night Out)	0.00	0.00	3,500.00
Pride Parking	0.00	3,480.00	3,200.00
Run for the Green	0.00	0.00	30,000.00
Total Receipts	\$ 4,943.12	\$ 18,456.24	\$ 89,600.00
Expenses			
Administration			
Advertising & Promotion	0.00	0.00	1,000.00
Bank Charges	0.00	1.94	50.00
Bank Charges - NSF	0.00	0.00	50.00
Childcare	60.00	60.00	445.00
Computer Expense	85.00	475.00	1,000.00
Conferences	0.00	0.00	500.00
Facility Charges	0.00	0.00	600.00
Insurance	0.00	0.00	1,000.00
Operating Expenses	0.00	20.00	200.00
Other Expenses	0.00	0.00	400.00
PayPal Fees - Administration	25.48	25.48	275.00
Postage	0.00	0.00	100.00
Supplies	102.93	102.93	280.00
Fundraisers			
Big Give	0.00	0.00	500.00
Harvest Festival	780.39	780.95	700.00
Monthly Contributions (Give a Latte)	8.88	30.45	100.00
PNO-1 (Parents' Night Out)	0.00	0.00	200.00
PNO-2 (Parents' Night Out)	0.00	0.00	200.00
Run for the Green	0.00	0.00	1,800.00
Programs			
Art/Music/Dance	640.00	640.00	24,480.00
Garden	1,500.00	1,500.00	24,480.00
Spanish	5,568.75	5,568.75	29,970.00
Total Expenses	\$ 8,771.43	\$ 9,205.50	\$ 88,330.00
Net Receipts	\$ (3,828.31)	\$ 9,250.74	\$ 1,270.00
Less:			

Emergency Reserve	28,500.00
IB Materials	2,982.50
Lowe's Grant for Garden 2014	3,617.09
Zurich University Hosting	1,500.00
Unallocated Reserves	37,180.87
	\$ 0.00

Cash Balance	\$	81,531.20	\$	81,761.20
Change to Emergency Reserve		0.00		3,500.00
Change to Fund Balance		0.00		(7,982.50)
Change to IB Materials		0.00		2,982.50
Change to Zurich University Hosting		0.00		1,500.00
Subtotal	\$	81,531.20	\$	81,761.20
PayPal (Old Asset Account)		0.00		0.00
Undeposited Funds		230.00		0.00
Adjusted Cash Balance	\$	81,761.20	\$	81,761.20

Checks Written

185	IES Language Foundation	Spanish Invoice #21	2,328.75
186	Joan Green	September 1st to 30th	640.00
187	Heather Kin	Childcare for Sep & Oct FOABE meetings	60.00
188	Molly McJohn	Coffee Connect supplies	102.93
189	Extra Graphic	50% of T-shirt order; PO# HF2015	380.25
190	Elizabeth Deig	MailChimp Jul - Oct (\$21.25/mo)	85.00
191	Jennifer Ayala	Harvest Festival Liability Insurance	398.00
192	Dig Down Deep	Garden - September (Invoice 2015-13)	1,500.00
193	IES Language Foundation	Spanish - October (Invoice 22)	3,240.00

Signature

Date

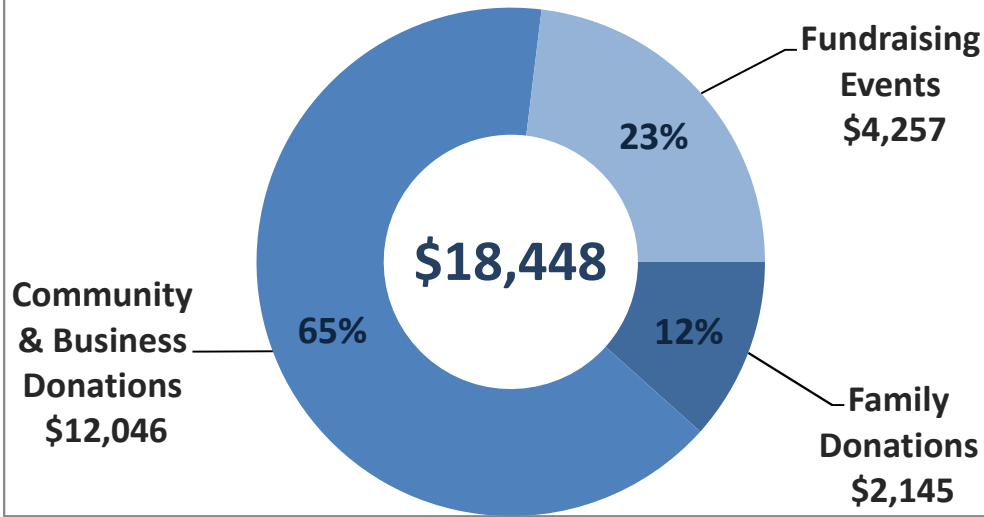
Category	Type	Balance
Assets		
Accounts Receivable	Asset	\$ 0.00
Fixed Assets	Asset	0.00
Inventory	Asset	0.00
Investments	Asset	0.00
MFCU Checking	Bank	56,306.81
MFCU Savings	Bank	25,016.02
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	438.37
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
Total Assets		\$ 81,761.20
Liabilities		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
Total Liabilities		\$ 0.00
Fund Balance		
Emergency Reserve	Carry-Over/Restricted	\$ 28,500.00
Fund Balance	Carry-Over/Restricted	35,910.87
IB Materials	Carry-Over/Restricted	2,982.50
Lowes Grant for Garden 2014	Carry-Over/Restricted	3,617.09
Zurich University Hosting	Carry-Over/Restricted	1,500.00
Change in Fund Balance		9,250.74
Total Fund Balance		\$ 81,761.20
Total Liabilities and Fund Balance		\$ 81,761.20

	<u>Budget</u>	<u>Total Budget</u>
Cash Balance Forward		\$ 72,510.46
Income		
Administration		
Donations - Administration	\$ 3,000.00	\$ 3,000.00
Donations - Community	18,500.00	18,500.00
Fundraisers		
Amazon Store Front	1,500.00	1,500.00
Big Give	23,000.00	23,000.00
Harvest Festival	1,000.00	1,000.00
Monthly Contributions (Give a Latte)		2,400.00
Monthly Contributions	2,400.00	
PNO-1 (Parents' Night Out)	3,500.00	3,500.00
PNO-2 (Parents' Night Out)	3,500.00	3,500.00
Pride Parking	3,200.00	3,200.00
Run for the Green	30,000.00	30,000.00
Total Income		<u>\$ 89,600.00</u>
Expense		
Administration		
Advertising & Promotion	\$ 1,000.00	\$ 1,000.00
Bank Charges	50.00	50.00
Bank Charges - NSF	50.00	50.00
Childcare	445.00	445.00
Computer Expense	1,000.00	1,000.00
Conferences	500.00	500.00
Facility Charges	600.00	600.00
Insurance	1,000.00	1,000.00
Operating Expenses	200.00	200.00
Other Expenses	400.00	400.00
PayPal Fees - Administration	275.00	275.00
Postage	100.00	100.00
Supplies	280.00	280.00
Fundraisers		
Big Give	500.00	500.00
Harvest Festival	700.00	700.00
Monthly Contributions (Give a Latte)		100.00
PayPal Fees - Monthly Contributions	100.00	
PNO-1 (Parents' Night Out)	200.00	200.00
PNO-2 (Parents' Night Out)	200.00	200.00
Run for the Green	1,800.00	1,800.00
Programs		
Art/Music/Dance		24,480.00
Program Costs - Art/Music/Dance	24,480.00	
Garden		24,480.00
Program Costs - Garden	24,480.00	
Spanish		29,970.00
Program Costs - Spanish	29,970.00	
Total Expense		<u>\$ 88,330.00</u>

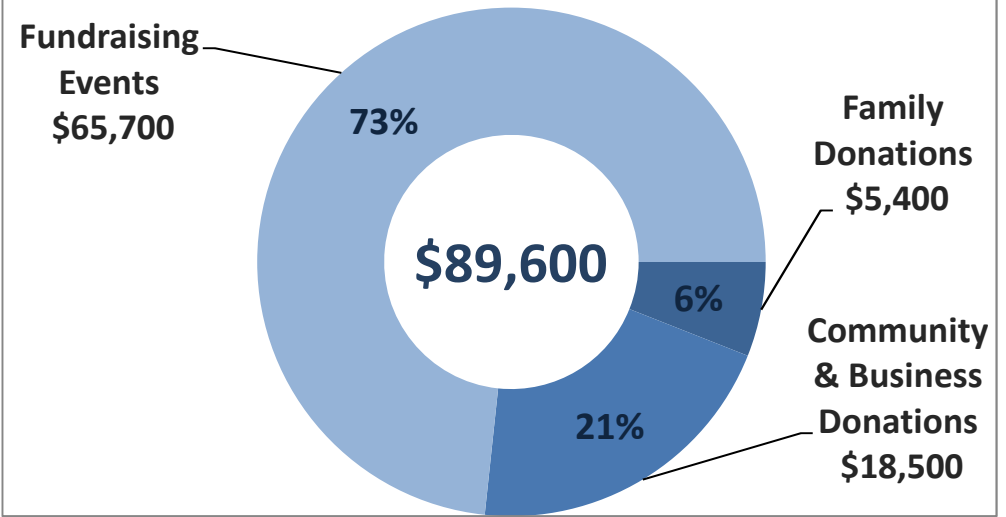
	<u>Budget</u>	<u>Total Budget</u>
Total Balance		<u>\$ 73,780.46</u>

FOABE Income and Expenses

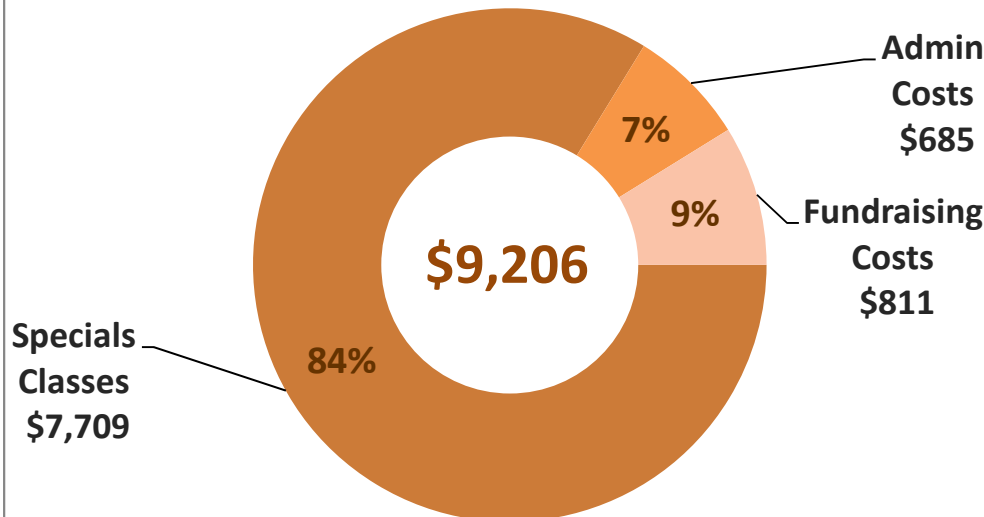
Funds Raised as of 10/31/15



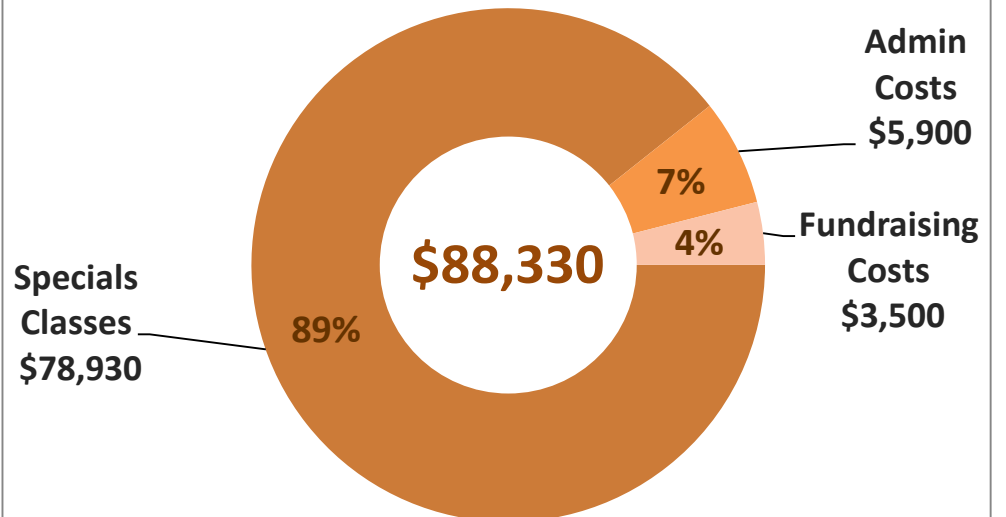
Fundraising Goals for 2015-16



Expenses as of 10/31/15

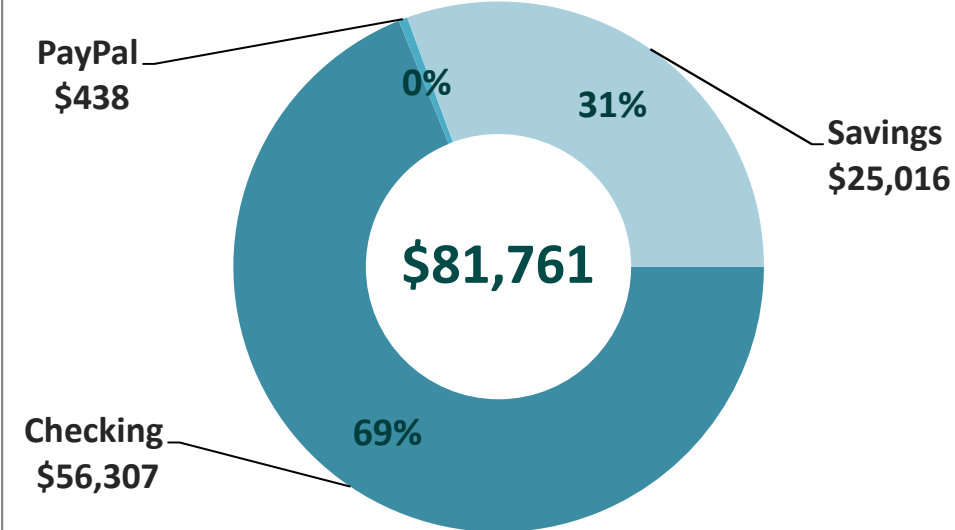


Planned Expenses for 2015-16



FOABE Assets

Account Balances as of 10/31/15



Funds Availability as of 10/31/15

