



**MIDTOWN MERRYHILL PARENT TEACHER STUDENT ORGANIZATION (PTSO)
GENERAL MEETING DECEMBER AGENDA
WEDNESDAY, 12/1/21 @ 6 PM**

I. Welcome & November Minutes (Amber)

- A. Welcome
- B. Sign in
- C. Approval of November Minutes

II. Treasurer Report (Stacey)

- A. Financials
(Documents at end of agenda)

III. Annual Calendar Review & Volunteer needs (Amber)

- A. Past- November events (Mellonie)
 - 1. We had our Second family get-together- November @ Leatherby's (Elk Grove) and it was a success!!!
 - i. Way more attended that had previously, approximately 60 people, both families and faculty!!!
<https://drive.google.com/drive/folders/1z-ePc3qv5tiv362-Gwg1RSln8JWBQpPX?usp=sharing>
- B. Upcoming events
 - 1. December Events (Amber)
 - i. Minted for holiday cards (Kim)
 - a. this will be our December focus and push for fundraising
 - b. (Document at end of agenda)
 - ii. Family get togethers (Amber)
 - a. none in December as this is a busy time for all
 - iii. Teacher Appreciation Day in December (Amber)

MERRYHILL MIDTOWN PTSO - TENTATIVE CALENDAR									
2021-2022 School Year									
SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ON-CAMPUS EVENTS									
BACK- TO- SCHOOL	TRUNK OR TREAT		TEACHER APPRECIATION					TEACHER APPRECIATION	FIELD DAY
OFF-CAMPUS EVENTS									
	FAMILY GET TOGETHER (MMPTSO) 10/12 Urban Roots	FAMILY GET TOGETHER (Mellonie- Elk Grove)		FAMILY GET TOGETHER (Need Volunteer)	FAMILY GET TOGETHER (Need Volunteer)	FAMILY GET TOGETHER (Need Volunteer)	FAMILY GET TOGETHER (Need Volunteer)	FAMILY GET TOGETHER (Need Volunteer)	FAMILY GET TOGETHER (MMPTSO)
OTHER ACTIVITIES									
STAFF & TEACHER GIFTS									
MONTHLY BOARD MEETINGS & EMAIL COMMUNICATION									
DISCRETIONARY FUNDRAISERS - Need Volunteers									
RESTAURANT FUNDRAISERS- Need Volunteer Coordinators									
8TH GRADE AUCTION- Need Volunteer Auction Planner									

IV. School Business

- A. Update on Mrs. Westphal's replacement? (Mrs. Kennedy)

V. Parent Requested Topics **(Amber)**

A. Air Purifiers Follow up (Kyle & Lauren)

i. Numbers

ii. Cost per unit and total cost

B. Hot Lunches Follow up?

(Mrs. Kennedy/Ginny)

C. Teacher favorites list

(Kim)

<https://www.merryhillschool.com/elementary/sacramento/midtown/parents/ptso/>

NEXT MEETING: Wednesday 1/5/2022- Generally, meetings are the 1st Wednesday of the month.

INCOME	2021-2022	Past Avg		NOTES
MAJOR SOURCES				
Remaining Budgeted Income:				
Amazon Smile	\$1,347	\$250		Probably will be around \$600. The first quarter payout was \$153.42. and November's payout was \$186.85.
Benevity Donation	\$300	\$220		
Family Dinner Nights	\$1,000	\$900		Overbudgeted since it is November and we have not had any dinner nights. Average is based upon pre-COVID.
Minted	\$350	\$330		Kim Coordinator
Nugget	\$276	\$329		
Total =	\$3,273			

EXPENSES	2021-2022	Past Avg	Owner	NOTES
KEY EVENTS - Approved in Budget				
Trunk or Treat - October	\$675	\$655	PTSO	Actual Amount - 29 Trunks
Pi Day - March	\$120	\$116	Student Council	
Teacher Appreciation - Dec + May (1 day each)	\$1,000	\$944	PTSO	Overbudgeted since we are only doing 2 days instead of an entire week. \$166 spent so far on December Teacher Appreciation.
Family Get-togethers - Regional (3-4/school year)	\$600	-	PTSO	No money was spent on EG Family Get-Together
Banquet & Recital Cakes	\$150	\$148	School Staff	School will pay for.
MARKETING - Approved in Budget				
Bulletin Board	\$50	\$68	PTSO	Probably not needed since parents most likely won't be permitted in the school this year.
Total =	\$2,595			

Cash In Bank (as of 10/31/21) **\$8,922** This balance includes \$153 from Amazon, \$1,540 from membership dues, \$224 from Nugget Scrip and \$395 in expenses for gift cards for teacher raffle and gift for Mrs. Layus.

Restrictd Minimum Balance **\$1,000**

Amount remaining for descretionary spending	\$8,599
Amount Remaining if projected income isn't received	\$5,327

DISCRETIONARY EXPENSE

INVESTMENTS				
Air Purifiers	\$1,200		Kyle	2 purifiers and replacement filters for Spanish and Music rooms.
8th GRADE				
Trip/Grad Party/Gift Cards	\$5,000	\$4,298	PTSO	Paid for by Auction Proceeds. Need: Auction Planner

Merryhill Midtwon PTSO
Bank Statement
(As of November 30, 2021)

Beginning Balances as of 10/31/2021

US Bank \$ 8,921.88

Bank Deposits

Nugget (October) 64.52
Amazon Smile 186.85
Benevity
Venmo - Membership
Mobile Deposit - Membership
Cash Deposit - Membership

Total Deposits \$ 251.37

Checks & Withdrawals

Kristy Dias - Reimbursement for Halloween Candy 676.58
Amber Willimas - Reimbursement for jars for teacher appreciation 166.32

Total Withdrawals \$ 842.90

Ending Balance as of 11/30/21

\$ 8,330.35

Restricted Assets - Class of 2022 graduation \$ -
Restricted Assets - Minimum balance carry forward 1,000.00
Net Income - Unrestricted balances (General Funds) 7,330.35
Balance as of 11/30/21 \$ 8,330.35

MMPTSO Budget vs. Actual
(July 1, 2021 through June 30, 2022)

<u>Income</u>	2021-2022 Budget	2021-2022 Actual	Actual vs. Budget
Amazon Smile (Quarterly)	1,500.00	340.27	(1,159.73)
Benevity Donation	300.00	-	(300.00)
Family Dinner Nights	1,000.00	-	(1,000.00)
Membership Dues	1,500.00	1539.62	39.62
Minted Fundraiser	350.00	-	(350.00)
Nugget Scrip	500.00	288.56	(211.44)
Total Income	5,150.00	2,168.45	(2,981.55)
	2021-2022 Budget	2021-2022 Actual	Actual vs. Budget
<u>Expenses</u>			
Administrative Expenses (new checks & filing fee)	30.00	5.00	(25.00)
Family Get-Togethers - Regional (3-4/school year)	600.00	-	
Gift Cards for Back to School Training	-	240.00	240.00
Gifts for Mrs. Layus	-	150.00	150.00
Pi Day	120.00	-	(120.00)
Sport banquets (3)	150.00	-	(150.00)
Supplies for bulletin board	50.00	-	(50.00)
Teacher appreciation	1,000.00	166.32	(833.68)
Trunk N Treat (candies donation)/Halloween Contest	650.00	676.58	26.58
Total Expenses	2,600.00	1,237.90	(737.10)
Net Income (Loss)	2,550.00	930.55	(2,244.45)