

Henry Anderson PAC - Budget Subcommittee Meeting Minutes

Wednesday, March 6th, 2024 - 6:45pm-7:35pm



Attendees: Vivian K. (Treasurer), Selina C. (Co-Treasurer), Suellen Z. (Secretary)
Documents posted on Anderson PAC website for discussions (prepared by Vivian)

1. Welcome

Meeting started at 6:45 pm

2. Treasurer's Report

- a. Action Item: Treasurer/Co-Treasurer to follow up with teachers who have unused resource/supply funds from PAC budget
- b. Deadline for teachers/staff to submit receipts - May 15, 2024
- c. Recommendations for discussion/voting at next PAC meeting
 - i. **VOTE 1: Remaining balance of \$1020 from approved Hip Hop budget:**
 1. Option 1 - roll over to next school year
 2. Option 2 - redistribute this amount to fund Gaga Ball Court
 - ii. **VOTE 2: Remaining funds from school supplies (amount TBC)**
 1. Option 1 - roll over to next school year
 2. Option 2 - redistribute this amount to fund Gaga Ball Court
 - iii. **VOTE 3: Excess Hot Lunch income beyond our original projection (amount TBC)**
 1. Option 1 - roll over to next school year
 2. Option 2 - contribute this amount to fund Gaga Ball Court

3. Adjournment

Meeting ended at 7:45 pm

HENRY ANDERSON ELEMENTARY PAC

Budget Subcommittee Meeting

March 6, 2024

BUDGET VS ACTUAL- FEBRUARY 2024

- Hot lunch projections
 - on track to do just over \$1k than estimated
- Classroom and resource supplies
 - both under budget in prior year
 - appears that full amounts will be utilized in current year - but unpredictable
- Hip hop (gaming)
 - under budget by \$1,020
 - Consider reallocating to Gaga ball court
- Gaga ball court
 - approved for half of requested amount in October budget (\$3k out of \$6k)
 - still in works to go ahead
 - plans for portables will not affect this, location will be outside of portable area
- Sandpit
 - Budgeted \$4k for second sand pit, next to existing sand pit
 - Current sand pit being moved to make space for 2 portables
 - Confirmed that portable additions will not affect plans for sandpit. Still going ahead.
- Field trips (gaming)
 - Unable to get clear picture of # and cost of fieldtrips remaining for the year. Some fieldstrips could be decided as late as the week prior.

PAC Wish List

In preference Order:

Item or Program	Approximate Cost
1. Classroom money for miscellaneous Supplies (science, arts, seeds)	\$250 per classroom(\$6,500) <i>approved for 2024</i>
2. Field Trip Subsidy	*\$20 per student (\$12,000)
3. Resource Teacher funds (resources etc)	\$200 per teacher (\$2,000) <i>approved for 2024</i>
4. Hip Hop Dance program	*\$7,500.00 <i>approved \$3,750 for 2024</i>
5. Additional Sand Play Areas Defined Sand pit – K Zone Log and rock border & Additional Sand Pit near current pit	*\$4,000 <i>approved for 2024</i>
6. Replenish Outdoor equipment	*\$1,500 (note 1)
7. 4 good quality portable shelter canopies (for protection from rain and sun)	*\$1,200
8. Portable Sound System	\$6,000
9. Gaga ball court	*\$6,000

*items that could be funded by gaming grant

(note 1: if outdoor equipment is used for curriculum purposes, like outdoor education class, it is not eligible for the gaming grant)

Wish List Item	Option A	Option B	Option C
#2 - Field trip	\$12,220* (\$20/person)	\$9,165* (\$15/person)	\$6,110* (\$10/person)
#6 - Outdoor equipment	\$1,500	\$1,500	\$1,500*
#7 - Portable canopies	\$600 (2 canopies)	\$1,200	\$1,200*
#8 - Portable sound system OR #9 - Gaga ball court		\$3,000 (half of requested)	\$6,000
Notes:		Hip hop funded by gaming	Hip hop, outdoor equip, canopies funded by gaming

**BUDGET TO ACTUAL
AS AT FEBRARY 29, 2024
For the SY 2023-2024**

2023-2024									
	BUDGET Operating	ACTUAL	VARIANCE	BUDGET Gaming	ACTUAL	VARIANCE	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues									
Gaming Grant				12,160.00	12,160.00	0.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65	26,619.00	9,781.65					Based on PY actual and assumption of vendors	41,778.75
Fundraising - Arts Created by Kids	2,000.00	1,041.00	959.00					Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00	336	(36.00)						
Fundraising - other?		1,195.00	(1,195.00)						
Playground Fundraiser									
Interest Income									
Total Budgeted Revenues	38,700.65	29,191.00		12,160.00	12,160.00		-		55,871.54
Budgeted Expenses									
Estimated Hot Lunch Costs	24,702.65	17,605.00	7,097.65						30,023.84
Halloween - pumpkins				1,500.00	1,500.00	0.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00	98.00	102.00					Annual. Same as prior years	47.27
Grade 7 Luncheon				990.00		990.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.	855.00
Volunteer Appreciation	500.00		500.00					Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00		150.00					Annual commitment. Same as prior year. Lunch for 5ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00		500.00					Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00		140.00					Annual commitment. Same as prior year. - movie tickets?	
Food Safety Course	100.00		100.00						93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00	250.00	250.00					Annual commitment. Not permitted from gaming going forward	250.00
PAC meeting snacks	120.00		120.00					\$20 per meeting (6 remaining Nov-June)	
PAC welcome/info table 2024	100.00		100.00						
TEACHER WISHLIST ITEMS (in priority order)									
Classroom supplies for Divisions (science, art, seeds)	6,500.00	4,597.00	1,903.00					Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy				9,120.00	4,512.00	4,608.00		Total of 608 students @ \$15/student. (PY \$20/student)	10,918.30
School Supplies for Resource Staff	2,000.00	1,185.00	815.00			0.00		\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance				3,750.00	2,730.00	1,020.00		Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in future.	3,810.00
Additional Sand Play Areas - K zone (log and rock border) & Additional near current pit	4,000.00		4,000.00						
Replenish Outdoor Equipment	1,500.00		1,500.00						346.61
4 good quality portable canopies (rain/sun shelters)	1,200.00		1,200.00						
Portable sound system								\$5000 in PY allocated to ipads	5,000.00
Gaga ball court	3,000.00		3,000.00					*funds restriced for Gaga pit. Requested \$6,000 funding half this year. If school can not match this year, will reserve for 2025 SY budget	
Funded in prior year, not requested/included in current year (included for reference to PY)									
Classroom Library Funds								Total 26 divisions. \$200 allocation for each division in PY. \$250	\$4,266.32
Music equipment (ukeleles)									1,433.32
Small deep freezer for first aid room									476.22
ADST (fabrics, felt, cutting mats, vinyl, etc.								\$2,000 budgeted in PY	727.09
Total Budgeted Expenses	\$ 45,212.65	\$ 23,735.00		\$ 15,360.00	\$ 8,742.00		\$ -		\$ 67,729.11
Budgeted Operating Results	(\$6,512.00)	\$5,456.00		(\$3,200.00)	\$3,418.00		-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book)	\$11,344.92	\$11,344.92		\$3,252.02	\$3,252.02		\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024 / Actual Feb 29, 2024	\$4,832.92	\$20,118.20		\$52.02	\$6,670.42		\$25,961.81		40,614.03
Cash balance to date - March 6, 2024		\$19,313.70			\$6,670.42				