

Blessed Sacrament PTA

Treasurer's Report

September 26, 2023

Account Balance:

As of 6/30/23: \$23,410.99

(+) Deposits: \$12,267.49

(-) Withdrawals: \$29,921.61

As of 9/21/23: \$5,756.91

Transactio Date	Description	Debit	Credit	Balance
1 9/11/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	\$ (2.00)		\$ 5,756.91
2 8/31/2023	CHECK 1021	\$ (1,932.00)		\$ 5,758.91
3 8/17/2023	CHECK 1022	\$ (20,000.00)		\$ 7,690.91
4 8/8/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	\$ (4.07)		\$27,690.91
5 8/4/2023	CHECK 1023	\$ (6,182.00)		\$27,694.98
6 7/11/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	\$ (2.00)		\$33,876.98
7 7/6/2023	DEPOSIT		\$12,267.49	\$33,878.98
8 7/5/2023	CHECK 1019	\$ (299.50)		\$21,611.49
9 7/3/2023	CHECK 1020	\$ (1,500.00)		\$21,910.99

Notable Transactions:

- Mulch for playground
- Curtains for the cafeteria
- Drone footage for the website
- Student activities (i.e. The Wild Animal Park, Lego Land, Madison County Courthouse)
- Instructional supplies / academic support
- Technology support

Playground Project:

- Costs:
 - Mulch \$6,182
 - Tree Removal \$1,700, split with neighbor. The church paid for BS's portion.
 - Fence – we applied for a safety grant to cover the cost, however payment was due up front. The church paid for the fence

- Labor – we contracted with a landscaping company to remove the old mulch and install new mulch. The cost is ~\$12,000 and this also includes the geotextile fabric. We need to secure additional funds to pay for this.

PTA Procedures:

- **Expense Reimbursement**
 - Complete the form (including amount, payee, and how to distribute check).
 - Include copies of receipts.
 - Complete the event summary form if this is related to an event.
 - Our account does not have a debit/credit card so all transactions are by check.
 - Please allow five business days for reimbursement. The PTA's and the bank's procedures require two signatures on all disbursement checks. I will write the check and sign, and Jennifer DeCarlo also needs to sign. This can take a few days to complete.
- **Deposits**
 - Complete the form.
 - Complete the event summary form if this is related to an event.
 - If there are deposits from an event, we sum up the deposits immediately after the event, and then a second PTA member counts as well. Then I deposit in the bank.
- **Bank**
 - Please indicate the amount needed and denominations.
 - Complete the event summary form if this is related to an event.
- **Event Summary**
 - This form allows us to accurately record revenue and expenses related to a specific event, and also helps us with planning for future events.