

WEPTO meeting January 27, 2016

In attendance: Kerry Shyjan, Jen Scarano, Seema Pusalkar, Kim Koehr, Betsy Metters, Kevin LaCoste, Kevin Regan, Donna Pobuk, Sharon Kennelly, Susan DuBois

I. Budget - Fundraising

A. ILYC chart (see Common Fundraising Events handout)

Checks versus paypal: paypal not really helping at moment to increase donations

B. Boxtops (see handout)

Note: Robinson and Crisafulli split 50/50

C. Book Fair profit TO WEPTO

profits are down, why?, how can we improve those numbers?

School	Profit (2014)	Profit (2015)	Change (%)	School Profit
Miller	\$7504.76	\$5882.54	-\$1622.22 (-22)	\$1470.64
Nab	\$7596.01	\$7079.18	-\$516.83 (-7)	\$1769.80
Robinson	\$5412.53	\$4309.60	-\$1102.93 (-20)	\$1077.40

D. Shoebox - Community Recycling (see handout)

Nab is only school to have received check thus far

We need to keep record of tracking numbers on labels perhaps with photos?

E. School-based fundraising events table (see handout)

Note change: Day Holiday Market raised \$1000 Miller Holiday Market raised \$600

II. School Budgets

No discussion. Information provided.

III. Race for Education (handout provided) as fundraiser

Lynnfield Elementary raised \$28,500 the day before Thanksgiving in a 2.5 hour event.

Kids were sponsored from relatives in town and by mail from farther away. Two volunteers are needed per grade on the day of the event. Most volunteer hours were used in paperwork prior to the race.

Question was raised...can we do this race district wide on a half day?

Can we pay someone to help organize the race? Yes for a fee.

Can this registration/organizational fee be split between participating schools or must it be paid by each school?

How do we find out more information? Kerry will follow up with an email from organizer of Race for Education.

IV. State and Future of WEPTO

Officers (Kim, Kerry and Betsy) are returning next year.

Shift of power/independence down to the school level was a success this year.

# COMMON FUNDRAISING EVENTS

Invest In Your Child	Total No. Students	Participation Rate	Total Donations	**Pay Pal Donations
<b>Abbot</b>	387	39%	\$7257	\$317
<b>Crisafulli</b>	366	21%	\$3400	\$0
<b>Day</b>	374	24%	\$3589	\$103
<b>Miller</b>	326	26%	\$3001	\$225
<b>Nabnasset</b>	350	39%	\$5841	\$161
<b>Robinson</b>	266	29%	\$3220	\$0

Box Tops	
<b>Abbot</b>	\$883.80
<b>Crisafulli</b>	\$416.75*
<b>Day</b>	\$747.10
<b>Miller</b>	\$488
<b>Nabnasset</b>	\$1080.50
<b>Robinson</b>	\$416.75*

\*\* Pay Pal donations ARE included in Total Donations. They are broken out as a data point to evaluate Pay Pal usage.

\*\* Crisafulli and Robinson do not have Pay Pal set up yet.

\* Robinson & Crisafulli share a Box Tops Coordinator and split the \$833.50 check.

Book Fair*		
Miller	\$5,882.54	Down 22% from last year (\$ -1,622.22)
Nabnasset	\$7,079.18	Down 7% from last year (\$ -516.83)
Robinson	\$4,309.60	Down 20% from last year (\$ -1,102.93)

\* Book Fair funds go to WEPTO. These numbers are from net sales. Profit numbers are not available yet.

## Shoe Box Recycling

Community Recycling, the Shoe Box Recycling Company, has sent 2 checks (\$82 & \$84.50) to Nabnasset and \$30 to Robinson. To date, it seems, the other schools have not received their checks. An email, containing tracking numbers, has been sent to the company asking them provide information about the missing funds.

Depending on the response from Community Recycling, it might be necessary to consider terminating the Shoe Box Recycling Program. Volunteers are working hard to sort & pack shoes, they are struggling with FedEx to get boxes picked up, and are struggling with Community Recycling to get boxes and labels. It is worrisome that our effort (not to mention the unsightly shoes in the lobbies) is not worth the return on our investment. Hopefully, Community Recycling will quickly rectify or clarify the confusion we are having with the company.

# SCHOOL BASED FUNDRAISING EVENTS

	Halloween Events	Movie Nights	School Stores	Westford Hats	Breath NH Books	Conference Dinners	Apparel	Cooking for a Cause	Shoes on Ebay	Total
<b>Abbot</b>	n/a	\$144	\$1122	n/a	n/a	\$181	\$113	\$355	\$74	<b>\$1,989</b>
<b>Crisafulli</b>	n/a	n/a	\$0*	\$168	\$314	\$750	n/a	n/a	n/a	<b>\$1232</b>
<b>Day</b>	\$1142.72	n/a	<del>n/a</del> (\$00)	n/a	n/a	\$0	n/a	n/a	n/a	<b>\$1142.72</b>
<b>Miller</b>	\$1142.72	n/a	<del>n/a</del> (\$00)	n/a	n/a	\$501	n/a	n/a	n/a	<b>\$1142.72</b>
<b>Nabnasset</b>	\$500	n/a	\$0*	n/a	n/a	\$0	\$113	n/a	n/a	<b>\$613</b>
<b>Robinson</b>	n/a	\$700	\$0*	\$168	\$172	\$615	n/a	n/a	n/a	<b>\$1655</b>

\* These stores are not for profit.

## Nabnasset School PTO Budget

<b>Fund Raisers</b>	<b>14/15 Budget</b>	<b>15/16 Proposed Budget</b>	<b>Comments</b>	<b>15/16 actual</b>
WEPTO Funds Initial Deposit	\$1,500.00	\$1,500.00		\$1,735.00
Invest In Your Child	\$2,465.00	\$2,711.50	10% increase over 14/15 budget	
Box Tops	\$610.00	\$671.00	10% increase over 14/15 budget	
Shoebox Recycling Program	\$309.00	\$340.00	10% increase over 14/15 budget	
Halloween Carnival	\$100.00	\$110.00	10% increase over 14/15 budget	
Scholastic Book Fair	\$0.00	\$0.00	Fall Fair by Library. Spring Fair run by WEPTO.	
Joint Nab/Abbot Fundraising Event	n/a	\$0.00		
School Store	\$0.00	\$0.00	Funds itself.	
Westford Apparel	\$0.00	\$0.00		
Additional Events	\$0.00	\$0.00		
Additional Events	\$0.00	\$0.00		

<b>Net Profit Totals</b>	<b>\$4,984.00</b>	<b>\$5,332.50</b>		
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## School Expenses

Arts & Education Programs				
Rhythm Kids Kindergarten	\$1,600.00	\$625.00	125 per class (5 classes)	
Emilie Boon 1st grade	\$1,500.00	\$1,316.00	\$183 per class + \$35 travel (5 1st & 2 multi age)	
A Day in Ghana 2nd grade	\$1,700.00	\$1,000.00	\$500 for 2 classes (4 2nd grade)	
All School Program	n/a	TBD		
Volunteer Coffee	\$20.00	\$21.28		\$21.28
Spruce Up/Cookie's Crew/Nab Lab	\$0.00	\$300.00		
Math & Science Nights	\$0.00	\$60.00		
Book Bingo	\$0.00	\$500.00		
Star Reader	\$0.00	\$500.00	Books thru book fairs	
K Sing-a-Long	\$0.00	\$100.00		
Staff Appreciation Luncheon	\$0.00	\$150.00		
Teacher Conference Dinner	\$0.00	\$40.00		
Field Trips	\$0.00	\$100.00		
Save the Date Card	\$45.00	\$9.67	Paper &/or printing	\$9.67
Misc.	\$0.00	\$300.00	Postage, supplies, admin fees (Paypal)	

<b>Total Expenses</b>	<b>\$4,865.00</b>	<b>\$5,021.95</b>		
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<b>Total ALL Income</b>	<b>\$4,984.00</b>	<b>\$5,332.50</b>		
<b>Total ALL Expenses</b>	<b>\$4,865.00</b>	<b>\$5,021.95</b>		
<b>Total NET Income</b>	<b>\$119.00</b>	<b>\$310.55</b>		



**2015/16 Abbot PTO Budget**

Last Update: 1/26/2016

PTO Activity or Budget Request	Date			Comments	Co-Chair
		2015/16 Budget	2015/16 Actual		
INCOME					
Start Up Funds from WEPTO	One time	\$ 1,500	\$ 1,735		
Box Tops	Ongoing	\$ 1,000	\$ 884	\$883.80 check received 1/6/2016.	Laurie Moore, Tracy Towers
Shoe Box	Ongoing	\$ 300	\$ 74	\$74.22 from eBay sale of shoes. Awaiting payments for boxes.	Fish Mason, Heather Curley
School Store	Monthly	\$ -	\$ 1,122	4 Stores (Net Profits: 183,289,493 and 156)	Fish Mason, Kristi Bates
Invest in Your Child	September	\$ 6,400	\$ 7,257	\$6,400 is based on 40% participation at \$40 @. We are at 39% as of 1/25/16.	Jill Haines
Cooking for a Cause	January	\$ -	\$ 355	Jeanne Baxter sponsored fundraiser.	
Movie Night	Oct/ March /June		\$ 144	2 PTO Movies. 2 Staff Run Movies.	Michelle Smith
Scholastic Book Fair	March	\$ -	\$ -	Funds to WEPTO	Christine Hander, Dina Petrocchi
Square One Art	February			Last week in Feb in art classes	Joanna Donahue
Nab/Abbot Carnival	April			4/29 at Abbot	Michelle Smith
Friendship Dance	February	\$ 1,500			Laurie Moore, Tracy Towers
Year Book	June				Seema Pusalkar, Megan Eckroth
Westford Apparel	Ongoing	\$ -	\$ 113	Flyer sent home 11/17	Kristi Bates, TBD
		\$ 10,700	\$ 11,684		
EXPENSES					
Arts & Education Programs	Various	-\$ 6,000	-\$ 4,351	\$1104 Discovery, \$550 Wingmasters, \$1035 Plimouth, \$1050 Rob Buyea,\$612 NA	Kim Durgin, Kelly Guthrie, Leigh Demarco
Library Support	Ongoing	-\$ 600			
Annual Movie License	Spring	-\$ 500			
Grade 3 + 4 Math & Science Night	TBD			WEPTO Paid for new program	TBD
Mini Grants	Ongoing	-\$ 2,000	-\$ 74	\$73.71 3rd Grade Weather Station	
Staff Appreciation Luncheon	May	\$ -			SuzanneBombardieri, Laura Schmidt
Teacher Conference Dinner	Nov/March	-	\$ 93	\$181 remaining from Nov Dinner less \$87.93 for Holiday Staff gifts	Heather Curley, Krista Snow
Spruce Up Days	Fall/Spring	-\$ 200			TBD
PTO Expenses (Website)	Ongoing	\$ 100		Paper purchased by WEPTO.	Meridith Treible (web)
		-\$ 9,200			
Balance:		\$ 1,500	\$ 7,352		

## Nabnasset School PTO Budget

<b>Fund Raisers</b>	<b>14/15 Budget</b>	<b>15/16 Proposed Budget</b>	<b>15/16 Actual</b>	<b>Comments</b>
WEPTO Funds Initial Deposit	\$1,500.00	\$1,500.00	\$1,485.00	
Invest In Your Child	\$2,465.00	\$2,711.50	\$5,841.00	
Box Tops	\$610.00	\$671.00	\$1,080.50	\$1080.50 on 1/7/16
Shoebox Recycling Program	\$309.00	\$340.00	\$166.50	\$82 on 11/25/15, \$84.50 on 1/16
Halloween Carnival	\$100.00	\$110.00	\$0.00	(\$500 slated for & deposited to technology fund)
Scholastic Book Fair (fall to WEPTO)	\$0.00	\$0.00	\$0.00	Funds to WEPTO \$7,079.18. Down 7% from last year.
Scholastic Book Fair (spring to Nab)	\$0.00	\$0.00	\$0.00	
Joint Nab/Abbot Fundraising Event	n/a	\$0.00	\$0.00	
School Store	\$0.00	\$0.00	\$0.00	Funds itself.
Westford Apparel	\$0.00	\$0.00	\$113.00	
Additional Events	\$0.00	\$0.00	\$250.00	\$180 Chipotle + \$70 gift from WEPTO
Additional Events	\$0.00	\$0.00		

<b>Net Profit Totals</b>	<b>\$4,984.00</b>	<b>\$5,332.50</b>	<b>\$8,936.00</b>	
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## School Expenses

<b>Arts &amp; Education Programs</b>				
Rhythm Kids Kindergarten	\$1,600.00	\$625.00	\$625.00	125 per class (5 classes)
Emilie Boon 1st grade	\$1,500.00	\$1,316.00	\$1,316.00	\$183 per class + \$35 travel (5 1st & 2 multi age)
A Day in Ghana 2nd grade	\$1,700.00	\$1,000.00	\$1,000.00	\$500 for 2 classes (4 2nd grade)
All School Program	n/a	TBD	TBD	
Volunteer Coffee	\$20.00	\$21.28	\$21.28	
Spruce Up/Cookie's Crew/Nab Lab	\$0.00	\$300.00		
Math & Science Nights	\$0.00	\$60.00		
Book Bingo	\$0.00	\$500.00		
Star Reader	\$0.00	\$500.00		Books thru book fairs
K Sing-a-Long	\$0.00	\$100.00	\$100.00	
Staff Appreciation Luncheon	\$0.00	\$150.00		
Teacher Conference Dinner	\$0.00	\$40.00		
Field Trips	\$0.00	\$100.00		
Save the Date Card	\$45.00	\$9.67	\$9.67	Paper &/or printing
Misc.	\$0.00	\$300.00		Postage, supplies, admin fees (Paypal)

<b>Total Expenses</b>	<b>\$4,865.00</b>	<b>\$5,021.95</b>	<b>\$3,071.95</b>	
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<b>Total ALL Income</b>	<b>\$4,984.00</b>	<b>\$5,332.50</b>	<b>\$8,936.00</b>	
<b>Total ALL Expenses</b>	<b>\$4,865.00</b>	<b>\$5,021.95</b>	<b>\$3,071.95</b>	
<b>Total NET Income</b>	<b>\$119.00</b>	<b>\$310.55</b>	<b>\$5,864.05</b>	

### \*\*\* For consideration:

Spending on a mini-grant program (Abbot \$2000), or library support (Abbot \$600), or a "big item", or more appreciation.

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# Crisafulli SCHOOL BUDGET

Fund Raisers	14/15 Actual	15/16 Proposed Budget	Revised 15/16 Budget	
Seed Money from WEPTO	\$ -	\$ 1,500.00		
Invest in Your Child	\$ 2,910.00	<del>\$ 4,500.00</del>		30% participation rate
Box Tops	\$ 917.00	\$ 900.00		
Shoebox Recycling Program	\$ 309.00	\$ 250.00		
Scholastic Book Fair--All to WEPTO	\$ -	\$ -		
School Store		\$ 500.00		
Teacher Appreciation Event Donations		\$ 200.00		
Breathe NH Book Sale		\$ 320.00		40 books sold
Square One Art		\$ 1,000.00		
Other fundraisers	\$ 1,116.67			
Spring Fling	\$ -	\$ 2,000.00		
<b>Net Profit Totals</b>	<b>\$ 5,252.67</b>	<b>\$ 11,170.00</b>	<b>\$ -</b>	

## Program Expenses

3rd grade AEP		\$ 750.00	
4th grade AEP (Wingmasters)		\$ 550.00	
5th grade AEP (Rob Buyea)		\$ 1,050.00	
2014/2015 AEP Approximate Total	\$ 5,000.00		
Math and Science Night	\$ -	\$ 200.00	
Teacher Appreciation Events	\$ 200.00	\$ 500.00	
Spring Fling Expenses		\$ 750.00	
Spring Fling Proceeds use		\$ 1,250.00	
Seussafulli Reader		\$ 50.00	
School Store Expenses		\$ 500.00	
Library Funds	\$ 400.00	\$ 600.00	
Principal Funds	\$ 2,500.00	\$ 1,300.00	
Field Trip Funds		\$ 600.00	
Grade 2 to 3 tshirts		\$ 600.00	
Teacher Needs		\$ 1,000.00	
Lunch Fund		\$ 200.00	
Misc. Supplies/Expenses	\$ 200.00	\$ 200.00	
<b>Total Programming Expenses</b>	<b>\$ 8,300.00</b>	<b>\$ 10,100.00</b>	<b>\$ -</b>

<b>Total ALL Income</b>	<b>\$ 5,252.67</b>	<b>\$ 11,170.00</b>	<b>\$ -</b>
<b>Total ALL Expenses</b>	<b>\$ 8,300.00</b>	<b>\$ 10,100.00</b>	<b>\$ -</b>
<b>Total NET Income</b>	<b>\$ (3,047.33)</b>	<b>\$ 1,070.00</b>	<b>\$ -</b>

## Robinson PTO Finances

	14/15 Est. Actuals - 15/16 Budget	15/16 Actuals	Comments
<b>Fundraisers</b>			
WEPTO Seed	\$1500.00	\$1500.00	
Invest In Your Child	\$2480.00	\$3220.00	29% Participation
Square One Art	\$2346.00		
Box Tops	\$1280.00	\$416.75	
Movie Night	\$750.00	\$905.50	262 Attended
Shoebox	\$325.00	\$30.00	
Upcycle	\$250.00		
Concessions (Picnic / Movie Night)	\$252.00	\$75.00	
Bag Sales	\$79.00	\$56.00	
Fun Pass Books	\$0.00	\$172.00	
Chipotle	\$0.00	\$250.00	
Winter Hats	\$0.00	\$168.00	
Excess Funds Previous Years	\$0.00	\$688.00	
Fall Conference Dinner		\$615.00	
Supply Closet	\$0.00	\$36.00	
<b>Net Profit Totals</b>	\$9262.00	\$8132.25	
<b>Program Expenses</b>			
Rhythm Kids	\$468.00	\$750.00	
Emilie Boon	\$967.50	\$802.00	
A Day in Ghana	\$1100.00		** \$1200 in May
Chinese Acrobats	\$750.00		To be scheduled
<b>Total Programming Expenses</b>	\$3285.50	\$1552.00	
<b>Additional Expenses</b>			
Staff Appreciation	\$200.00		
Fall Conference Dinner		\$95.58	
Teacher Gift (\$50/Classroom)	\$600.00	\$596.12	
Teacher Books from Book Fair	\$100.00	\$81.86	
Square One Art		\$17.00	
Movie Night	\$350.54	\$265.27	
Petty Cash	\$200.00	\$100.00	
Math & Science Night	\$100.00		
Checks for New Account	\$0.00	\$15.00	
Supply Closet	\$0.00	\$21.24	
<b>Total Additional Expenses</b>	\$1550.54	\$1192.07	
Total ALL Profits	\$9262.00	\$8132.25	
Total ALL Expenses	\$4836.04	\$2744.07	
Total NET Income	\$4425.96	\$5388.18	



## A Fundraising Proposal: *Race for Education*: [racefored.com](http://racefored.com)

We have two options for pursuing this fundraiser. We could go directly through *Race for Education* and pay a one-time fee (which I think is \$1500 and would apply to the district.)

**OR**

We could use a contact at Summer Street School PTO, Lynnfield and she would share all the documents & coach us throughout the process for free.

### What Is It?

It's jog/walk-a-thon with paying sponsors (think grandma, grandpa, Aunt Susie etc.)

### What the Company (*Race for Education*) Does For Us for a Fee (\$1500??)

- Creates a timeline to organize our Race for Education.
- Holds a 75-minute work session with our Race Committee.
- Customizes our Race for Education materials for printing by our school.
- Provides a 20 min. training DVD & support materials to prepare for the kickoff.
- Communicates weekly with Race Committee to offer support and any needed troubleshooting.
- Sends helpful documents -- volunteer training, record keeping, Race Day tips, and other materials -- to help ensure the success of our fundraiser.

### The Summer Street PTO and the Race For Education

The Summer Street School has been doing the *Race for Education* for 8 years. This year they raised just over 28K. They are a K-4 school with 430 students.

Christina, this year's coordinator, says the fundraiser works well at her school because the community is happy to donate money, but they have a hard time donating time. Prior year's auctions and carnivals had not been well attended.

She says it takes a lot of organization, a lot of work for the people who are coordinating. They start in early Sept. and the race is the day before Thanksgiving break. Her volunteer team is herself and co-coordinator. They used 2 volunteers per grade to fold, staple, and stuff mailers. This piece is labor intensive and needs organization. They ask families to fill out 10 blank mailing labels with the names of people who might be willing to sponsor the student and to donate stamps. The labels and a letters of intent are matched and mailed. Letters of intent are fill-in-the blank forms, completed by the students during class. For example: Dear Grandma and Grandpa, I am running in the *Race for Education*. Will you sponsor me? Volunteers complete the form for kindergarteners and first graders.

### Race/Walk Day

The race takes place during the school day, the day before Thanksgiving break. It is a fun day & families are available to come cheer on the students. School is divided into 2 groups: K - 2 and 3 - 4. The K-2 group walks for 30 minutes. The 3 - 4 group walks for 45 minutes. They play music at the front & back of school. The kids get Mardi Gras beads as they walk. They also got sunglasses the morning of the race. They ordered cookies from the school kitchen (nut free) for each student when they finished the race. There is coffee for volunteers and teachers. In total, the event takes 2 ½ hours.

### Recommendation:

IF, a school is interested we meet with Christina and get the program details. She is happy to give us everything. She does admit, there is a lot to the program and we might want to pay the fee and have the company support us. We could meet with her and decide whether or not we need to pay for the program.

# MILLER PTT BUDGET

## JANUARY 2016

Income	14/15 Budget	15/16 Proposed Budget
Seed Money from WEPTO	\$ 1,500.00	\$ 1,735.00
Invest in Your Child	\$ 2,000.00	\$ 3,001.00
Box Tops	\$ 904.00	\$ 500.50
Shoebox Recycling Program	\$ 309.00	
Holiday Market		\$ 557.00
MD Halloween Dance		\$ 1,142.72
Teacher Conference Dinner		\$ 501.00
<b>Net Profit Totals</b>	<b>\$ 4,713.00</b>	<b>\$ 7,437.22</b>

Program Expenses		
K-Rhythm Kids/Beekeeper	\$ 1,700.00	
1st*-Emilie Boon	\$ 1,700.00	\$ 1,200.00
2nd-Day in Ghana	\$ 1,700.00	\$ 1,200.00
Movie Night(license and goodies)	\$ 500.00	
MD Halloween dance expense		\$ 232.50
Math and Science Night	\$ 200.00	
Teacher conference dinner (1)		\$ 280.00
Teacher conference dinner (2)		\$ 280.00
Staff Apreciation		\$ 500.00
<b>Total Programming Expenses</b>	<b>\$ 5,800.00</b>	<b>\$ 3,692.50</b>

<b>Total ALL Income</b>	<b>\$ 4,713.00</b>	<b>\$ 7,437.22</b>
<b>Total ALL Expenses</b>	<b>\$ 5,800.00</b>	<b>\$ 3,692.50</b>
<b>Total NET Income</b>	<b>\$ (1,087.00)</b>	<b>\$ 3,744.72</b>

\*Includes Prefirst classes

# MILLER PTT BUDGET

## JANUARY 2016

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# DAY PTT BUDGET

## JANUARY 2015

Income		
	14/15 Budget	15/16 Budget
Seed Money from WEPTO	\$ 1,500.00	\$ 1,735.00
Invest in Your Child	\$ 2,500.00	\$ 3,589.00
Box Tops	\$ 1,179.10	\$ 747.10
Holiday Market		\$ 1,008.97
Shoebox Recycling Program	\$ 309.00	
MD Halloween Dance	\$ -	\$ 1,142.74
<b>Net Profit Totals</b>	<b>\$ 5,488.10</b>	<b>\$ 8,222.81</b>
<b>Program Expenses</b>		
3rd--MOS (Weather & Motion)	\$ 2,000.00	\$ 1,000.00
Third grade orientation		
4th--Exploring Immigrant Exper.	\$ 1,600.00	\$ 700.00
5th--Author Rob Buyea	\$ 1,700.00	\$ 1,015.00
All School Assembly?		
Teacher conference dinner (1)		\$ 280.00
Teacher Conference dinner (2)		\$ 300.00
Staff Appreciation		\$ 500.00
Math and Science Night	\$ 200.00	
MD Halloween dance expense		\$ 232.50
<b>Total Programming Expenses</b>	<b>\$ 5,500.00</b>	<b>\$ 4,027.50</b>
<b>Total ALL Income</b>	<b>\$ 5,488.10</b>	<b>\$ 8,222.81</b>
<b>Total ALL Expenses</b>	<b>\$ 5,500.00</b>	<b>\$ 4,027.50</b>
<b>Total NET Income</b>	<b>\$ (11.90)</b>	<b>\$ 4,195.31</b>