



# McLean High School PTSA

**General Membership Meeting**  
**September 19, 2023**

# Agenda

## General Membership Meeting

6:30pm-7:15pm

- I. Welcome
- II. Business
  - Approval of 05/18/2023 General Membership Meeting Minutes
  - Treasurer appointment
  - Treasurer report and 2023-2024 Budget approval
  - Upcoming Events and Activities
  - Other Business
- III. Adjournment of Business Portion
- IV. Principal Dr. Reilly briefing

# Financials

## VAPTA Annual Financial Review

- **Review Committee:**
  - Savitha Parvataneni Sagar, Neetha Rao and Catherine Sribar completed the review on 7/19/23
- **Approach:**
  - Examined 2022-2023 Records using Virginia PTA provided checklist
  - Deposits, Checks, Bank Statements, Tax documentation
  - Membership Records, Reconciliations, Budget Performance
- **Accepted by the incoming Treasurer and President:** on 9/6/22
- **Outcome:** “No issues. Books are immaculately kept.”

# Financials

## 2023-24 Draft Budget for Approval



DRAFT BUDGET FY 2023-24		
FY 2022-23 Budget	FY 2022-23 Actual	FY 2023-24 Budget



### REVENUE

#### Funding

Membership Dues	\$12,500	\$9,835	\$10,000
National, State & Local Dues (\$4.00/member)	-\$2,000	-\$1,708	-\$1,600
Donations	\$50,000	\$34,457	\$40,000
Rebate Programs (Amazon, H. Teeter, Cause Ntwk)	\$1,000	\$1,511	\$1,500
SAT/ACT Practice Test (1)	\$3,000	\$5,358	\$2,700
Restaurant Fundraisers	\$1,000	\$963	\$2,500
Corporate Sponsorships	\$5,000	\$5,500	\$8,000
Scholarship Fund/Restricted (2)	\$300	\$300	\$300
<b>Total Funding</b>	<b>\$70,800</b>	<b>\$56,216</b>	<b>\$63,400</b>

### EXPENSES

#### Enrichment & Support

Grant Program	\$15,000	\$14,045	\$15,000
Science Enrichment (3)	\$3,000	\$1,918	\$3,000
School & Curriculum Support	\$12,000	\$6,230	\$6,500
Technology & Building Update	\$0	\$0	\$0
SAT/ACT Practice Test (1)	\$0	\$0	\$0
Scholarship Fund (Restricted) (2)	\$300	\$300	\$300

#### Community Building & Support

Ethics/Spirit Day (5)	\$2,000	\$2,034	\$2,000
Scholarship Fund (6)	\$5,000	\$4,500	\$4,500
Health & Wellness	\$1,500	\$0	\$1,000
Outreach	\$3,000	\$1,614	\$1,800
Hospitality	\$12,000	\$10,290	\$12,000
Highlander Appreciation (TAW)	\$6,500	\$5,574	\$6,500
Celebrate McLean	\$7,500	\$6,833	\$6,398
Communications & Marketing (4)	\$1,000	\$682	\$1,000

#### Operational Support

Administrative	\$500	\$53	\$200
Financial Accounting	\$300	\$146	\$160
Payment Processing	\$1,500	\$1,124	\$2,500
Insurance	\$543	\$543	\$600
PTSA Discretionary Fund	\$500	\$0	\$500
Password Management + 2FA	\$0	\$0	\$0
<b>Total Support</b>	<b>\$72,143</b>	<b>\$55,886</b>	<b>\$63,958</b>

<b>Net Income (Loss)</b>	<b>-\$1,343</b>	<b>\$330</b>	<b>-\$558</b>
Beginning Cash Balance - PTSA	\$32,414	\$32,414	\$32,744
<b>Ending Cash Balance - PTSA</b>	<b>\$31,071</b>	<b>\$32,744</b>	<b>\$32,186</b>

#### All Night Grad Party (ANGP)

Income	\$45,000	\$47,425	\$45,000
Expenses	\$45,000	\$38,931	\$45,000
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$8,494</b>	<b>\$0</b>
Beginning Cash Balance - ANGP	\$13,273	\$13,273	\$21,767
<b>Ending Cash Balance - ANGP</b>	<b>\$13,273</b>	<b>\$21,767</b>	<b>\$21,767</b>

(1) SAT/ACT practice tests are all virtual so no custodial expenses are budgeted. In FY 2023-4, SAT moves to digital so EC Tutoring has no more SAT mock test.

(2) This scholarship fund administers funds donated by an individual to recognize academic achievement in Spanish. The Foreign Language Department approves the scholarship criteria.

(3) Science Dissection Supplies are provided separate from grants program to supplement enrichment resources for students.

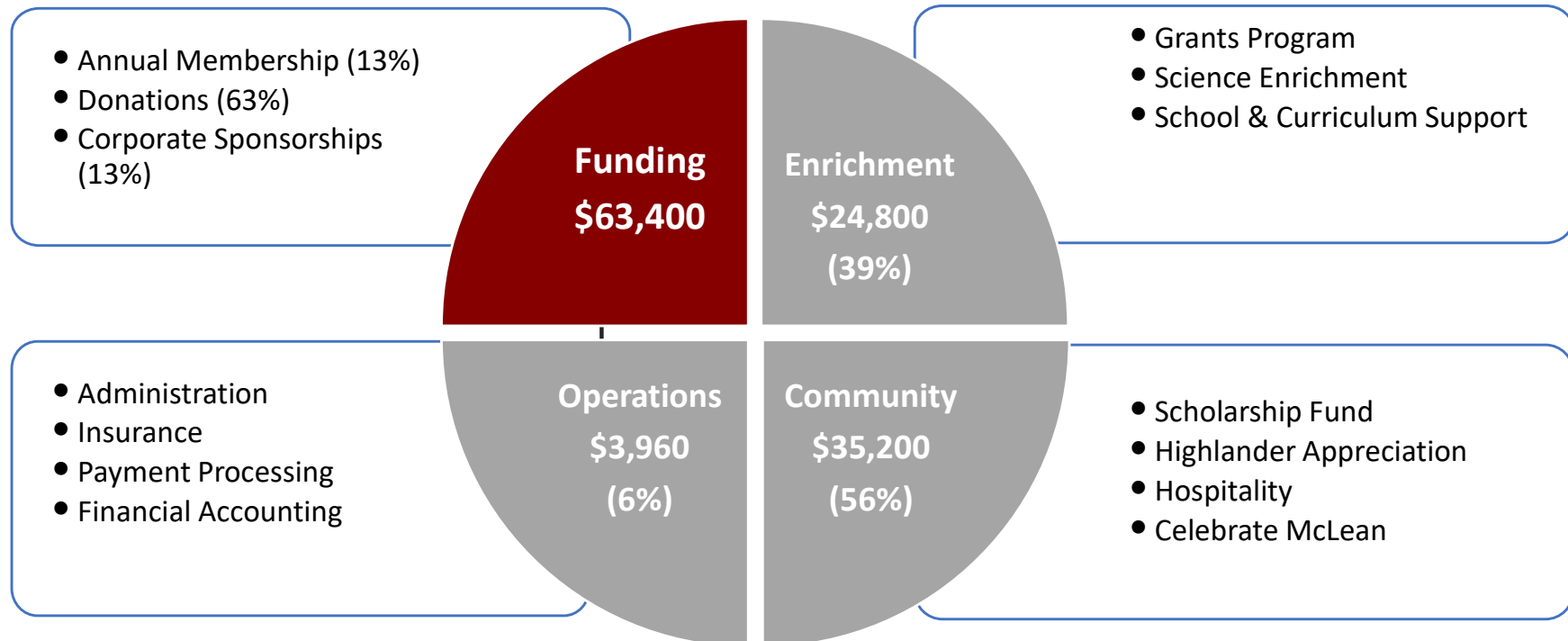
(4) Communications & Marketing line supports community building through online platforms and promotional activities.

(5) In FY 2021-22 Ethics Day was cancelled and \$5000 budgeted was moved to School & Curriculum Support (\$4K) and Outreach (\$1K).

(6) Scholarship fund to be awarded annually by the administration.

# Financials

## Proposed Budget for 2023-2024



## Treasurer's Report

- **Funding - \$10,271 (as of 9/16/23)**
  - Memberships: \$3,950
  - Donations: \$6,321
- **Expenses – \$11,858 (as of 9/16/23)**
  - Hospitality: \$4,528 (Welcome Back Breakfast and BTSN)
  - Celebrate McLean: \$6,398
  - Communications and marketing: \$932 (Hosting, IT security for 3-years)







## Ongoing and Upcoming Events

- Health & Wellness student activities – **Therapy Dog visits** (First Thursdays of the month, starting Sept. 14)
- McLean Matters - **Calculators Drive 2023**
  - **Amazon Charity Wish List** [HERE](#) to purchase calculators for donation
  - **SignUpGenues** [HERE](#) to purchase a calculator for donation
- Hospitality - Friday **Breakfast Stations** commenced. Please Sign Up [HERE](#)
- Hospitality
  - October 2023: Snacks for Testing Day and Custodian Appreciation. Oct 2.
  - School Psychology Appreciation. Nov 6-10.
- **Grant Program** – Fall cycle launched!





# Volunteers Needed

## Your Participation Empowers Success

Volunteer to support our programs,  
fundraising, and communications

- eNews team
- Social media support
- Corporate sponsorship fundraising
- Membership
- Health and Wellness
- ANGP Class of 2024 celebration

Please write to [enews@mcleanptsa.org](mailto:enews@mcleanptsa.org)

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**Thank You for Attending**

**Questions and Comments**

