



HOLY FAMILY ELEMENTARY

Home and School Meeting
Monday, September 12, 2016
7:00 p.m. HFE Little Theater

Meeting Agenda

- I. CALL TO ORDER**
 - a. Welcome
 - b. Opening Prayer

- II. APPROVAL OF PRIOR MEETING MINUTES**

- III. TREASURER'S REPORT**

- IV. OLD BUSINESS**
 - a. Still need President Elect

- V. NEW BUSINESS**
 - a. Committee Updates
 - b. Fundraiser Dates
 1. McTeacher's Night -- 10/5/16 from 5-8 p.m.
 2. Papa Murphy's Night -- 11/16/16
 - c. Spirit Items

- VI. PRINCIPAL'S REPORT**

- VII. PRIZE DRAWING**

- VIII. ADJOURNMENT**

NEXT MEETING: Monday, November 7, 2016 @ 7:00 p.m. in the HFE Little Theater

Childcare will be provided



HOLY FAMILY ELEMENTARY

Home and School Meeting
Monday, March 7, 2016
7:00 p.m. HFE Activity Center

MINUTES

I. CALL TO ORDER

The meeting was called to order by President Heather Seiler at 7:00 p.m. Principal Wentling led the opening prayer.

II. APPROVAL OF THE MINUTES OF January 11, 2016

Heather asked if there were any corrections to the prior meeting minutes. No changes were presented. First and second motions to approve were given. The minutes were approved as written.

III. TREASURER'S REPORT – EXHIBIT A

Amanda Lang presented the treasurer's report. HFE Bucks sales are down \$20 to \$30,000 compared to the prior year. In addition, the Chili Supper profit distribution will be around \$4,300 less than last year. The chili supper budget was 50,000, and the biggest differences were decreases in raffle ticket sales of about \$3,000 and silent auction decreases of about \$1,000. Rachel added that the chili supper was still a great success, especially with the down economy.

IV. OLD BUSINESS

There was no old business to discuss.

V. NEW BUSINESS

a. **Committee Updates**

Appreciation and gratitude was express to the Chili Supper committee for the success of this year's supper. The book fair exceeded expectations.

The preschool playground is now fixed and functional.

b. **Fundraisers**

1. Papa Murphy's sales were down about \$700 compared to the prior years, but that is still an excellent fundraiser.
2. McDonalds – Heather discussed the McDonald's new night/fundraiser that will be on 4-7-16 from 5:00 PM to 8:00 PM. HFE will receive a percentage of the sales, with a minimum of \$500. Also, HFE will receive 100% of the chocolate chip cookie sales. Flyers will be sent out notifying parents of the upcoming night.
3. The Race for Education will be on 4-22-16. If it rains, it will be rescheduled to the 25th. A volunteer spot invitation will be sent out.



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c. Officers

The officer's for the upcoming year will be:

President - Heather Seiler
Vice President – Megan Purington
Rheta Schmeidler – Secretary
Jeff Pinkney - Treasurer

d. Spirit Items

Heather asked if there were any specific spirit items that anyone thought may sell better at enrollment. Currently, T-shirts and our current inventory will be offered (i.e. window clings, bottles, license plates, etc). License plates will not be re-ordered.

e. Labels for Education

The Labels for Education program is being discontinued after the 2016/2017 school year. Kickballs, IPADS, and other miscellaneous items were able to be obtained by cashing in points. The Labels for Education will not impact the school financially, other than the free items previously obtained will not be available going forward.

VI. PRINCIPAL'S REPORT

Principal Wentling discussed the overall budget, and that there are still no major concerns for the current year. The chili supper was reduced, but HFE is still in the black with an estimated \$44,000 positive by the end of the year. One major unexpected expense was the new bell system. A new system was contracted with Nex-tech to be installed over spring break and should run about \$6,000 to \$7,000.

HFE staff and faculty went through a safety & security drill and went over the overall Lockdown/Emergency Plan/Crisis Plan.

State of the Catholic Schools is coming up. There were approximately 98% pre-registered for enrollment, which is about 400 students. Preschool was full with all registered parishioners receiving a spot plus a few more other spots being filled. Currently, all classes are full except the 4th and 5th grades, with 4 and 5 spots open, respectively.

VII. PRIZE DRAWING

A drawing was held for 2-\$20 gift cards. The winners were Taryn Crawford and Holly Kraus.

VIII. ADJOURNMENT



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President Seiler adjourned the meeting. The next meeting will be held at a later date to be determined at 7:00 p.m. in the HFE Activity Center.

Submitted by: Jeff Pinkney, Secretary



Holy Family Elementary - Home & School

BALANCE SHEET

As of June 30, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on Hand	175.00
Checking Account	12,359.15
Savings Account	28,151.38
Total Bank Accounts	\$40,685.53
Accounts Receivable	
Accounts Receivable	6,845.00
Total Accounts Receivable	\$6,845.00
Other current assets	
Gift Certificates Received	85.48
Inventory Asset-1	9,029.06
Undeposited Funds	2,995.00
Total Other current assets	\$12,109.54
Total Current Assets	\$59,640.07
TOTAL ASSETS	\$59,640.07
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	59,358.95
Net Income	281.12
Total Equity	\$59,640.07
TOTAL LIABILITIES AND EQUITY	\$59,640.07



Holy Family Elementary - Home & School

INCOME STATEMENT: CURRENT YEAR VS. PRIOR YEAR

July 2015 - June 2016

	TOTAL		
	JUL 2015 - JUN 2016	JUL 2014 - JUN 2015 (PY)	CHANGE
INCOME			
Chili Supper Receipts	0.00	0.00	0.00
Bingo	592.00	704.00	(112.00)
Donations - Letter	11,149.00	10,520.00	629.00
Donations - Other	172.06	300.00	(127.94)
Game Room	2,583.50	2,644.80	(61.30)
Raffle Tickets	15,101.39	18,013.02	(2,911.63)
Silent Auction	11,526.00	12,540.00	(1,014.00)
Take-Out / Leftovers	718.00	1,106.00	(388.00)
Ticket Sales	6,656.00	6,338.00	318.00
Total Chili Supper Receipts	48,497.95	52,165.82	(3,667.87)
Donations - Miscellaneous	561.43	0.00	561.43
Online E-Scrip Sales	28,770.00	51,110.00	(22,340.00)
Parent Dues	2,340.00	1,175.00	1,165.00
RedWheel	85,188.00	91,070.50	(5,882.50)
Schwans/Pizza Hut/Et Fundraiser	926.19	877.72	48.47
Scrip Sales	140,260.00	168,705.00	(28,445.00)
T-shirt/Water Bottles/Etc Sales	3,285.00	2,596.50	688.50
Teacher Christmas Gift Fund	5,600.00	7,505.00	(1,905.00)
Total Income	\$315,428.57	\$375,205.54	\$ (59,776.97)
COST OF GOODS SOLD			
Cost of Goods Sold	134,135.78	156,944.40	(22,808.62)
Online Cost of Goods Sold	24,567.09	48,646.99	(24,079.90)
Total Cost of Goods Sold	\$158,702.87	\$205,591.39	\$ (46,888.52)
GROSS PROFIT	\$156,725.70	\$169,614.15	\$ (12,888.45)
EXPENSES			
Appreciation/Gifts	1,857.87	1,570.02	287.85
Bad Debt Expense	0.00	745.05	(745.05)
Bank Service Charges	0.00	10.00	(10.00)
Chili Supper	0.00	0.00	0.00
Chili Supper Profit Distributio	42,758.79	46,642.79	(3,884.00)
Game Room Expense	679.03	764.29	(85.26)
Kitchen Expense	1,668.50	2,651.10	(982.60)
Other	2,079.85	974.73	1,105.12
Printing & Advertising Expense	1,311.78	1,132.91	178.87
Total Chili Supper	48,497.95	52,165.82	(3,667.87)
Dues and Subscriptions	1,549.90	0.00	1,549.90
HFE Classroom & Capital Funds	11,500.00	8,350.00	3,150.00
Office Expenses	0.00	0.00	0.00
Office Supplies	0.00	45.66	(45.66)
Postage and Delivery	531.06	545.95	(14.89)
Total Office Expenses	531.06	591.61	(60.55)
Red Wheel	0.00	0.00	0.00
Red Wheel COGS	44,294.95	48,420.50	(4,125.55)
Red Wheel Profit Distribution	40,893.05	42,650.00	(1,756.95)

	TOTAL		
	JUL 2015 - JUN 2016	JUL 2014 - JUN 2015 (PY)	CHANGE
Total Red Wheel	85,188.00	91,070.50	(5,882.50)
T-shirt Expense	1,544.04	1,199.99	344.05
Teacher Christmas Gift	5,600.00	7,505.00	(1,905.00)
Total Expenses	\$156,268.82	\$163,207.99	\$ (6,939.17)
NET OPERATING INCOME	\$456.88	\$6,406.16	\$ (5,949.28)
OTHER INCOME			
Interest Income	34.24	28.83	5.41
Total Other Income	\$34.24	\$28.83	\$5.41
OTHER EXPENSES			
Gift Certificates	210.00	(685.00)	895.00
Total Other Expenses	\$210.00	\$ (685.00)	\$895.00
NET OTHER INCOME	\$ (175.76)	\$713.83	\$ (889.59)
NET INCOME	\$281.12	\$7,119.99	\$ (6,838.87)



Holy Family Elementary - Home & School

BUDGET VS. ACTUALS: 2015-2016 - FY16 P&L

July 2015 - June 2016

	TOTAL		
	ACTUAL	BUDGET	REMAINING
INCOME			
Chili Supper Receipts			
Bingo	592.00	700.00	108.00
Donations - Letter	11,149.00	12,500.00	1,351.00
Donations - Other	172.06	300.00	127.94
Game Room	2,583.50	2,500.00	(83.50)
Raffle Tickets	15,101.39	18,500.00	3,398.61
Silent Auction	11,526.00	13,000.00	1,474.00
Take-Out / Leftovers	718.00	1,200.00	482.00
Ticket Sales	6,656.00	6,725.00	69.00
Total Chili Supper Receipts	48,497.95	55,425.00	6,927.05
Donations - Miscellaneous	561.43	0.00	(561.43)
Online E-Scrip Sales	28,770.00	56,100.00	27,330.00
Parent Dues	2,340.00	2,425.00	85.00
RedWheel	85,188.00	91,000.00	5,812.00
Schwans/Pizza Hut/Et Fundraiser	926.19	900.00	(26.19)
Scrip Sales	140,260.00	187,000.00	46,740.00
T-shirt/Water Bottles/Etc Sales	3,285.00	2,500.00	(785.00)
Teacher Christmas Gift Fund	5,600.00	7,500.00	1,900.00
Total Income	\$315,428.57	\$402,850.00	\$87,421.43
COST OF GOODS SOLD			
Cost of Goods Sold	134,135.78	177,592.00	43,456.22
Online Cost of Goods Sold	24,567.09	53,100.00	28,532.91
Total Cost of Goods Sold	\$158,702.87	\$230,692.00	\$71,989.13
GROSS PROFIT	\$156,725.70	\$172,158.00	\$15,432.30
EXPENSES			
Appreciation/Gifts	1,857.87	2,450.00	592.13
Chili Supper			
Chili Supper Profit Distributio	42,758.79	50,000.00	7,241.21
Game Room Expense	679.03	750.00	70.97
Kitchen Expense	1,668.50	2,650.00	981.50
Other	2,079.85	900.00	(1,179.85)
Printing & Advertising Expense	1,311.78	1,125.00	(186.78)
Total Chili Supper	48,497.95	55,425.00	6,927.05
Dues and Subscriptions	1,549.90	1,550.00	0.10
HFE Classroom & Capital Funds	11,500.00	11,500.00	0.00
Office Expenses			
Office Supplies		45.00	45.00
Postage and Delivery	531.06	600.00	68.94
Total Office Expenses	531.06	645.00	113.94
Red Wheel			
Red Wheel COGS	44,294.95	49,000.00	4,705.05
Red Wheel Profit Distribution	40,893.05	42,000.00	1,106.95
Total Red Wheel	85,188.00	91,000.00	5,812.00
T-shirt Expense	1,544.04	1,200.00	(344.04)

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Teacher Christmas Gift	5,600.00	7,500.00	1,900.00
Total Expenses	\$156,268.82	\$171,270.00	\$15,001.18
NET OPERATING INCOME	\$456.88	\$888.00	\$431.12
OTHER INCOME			
Interest Income	34.24	12.00	(22.24)
Total Other Income	\$34.24	\$12.00	\$ (22.24)
OTHER EXPENSES			
Gift Certificates	210.00	0.00	(210.00)
Total Other Expenses	\$210.00	\$0.00	\$ (210.00)
NET OTHER INCOME	\$ (175.76)	\$12.00	\$187.76
NET INCOME	\$281.12	\$900.00	\$618.88



Holy Family Elementary - Home & School

BUDGET OVERVIEW: 2016-2017 YEAR

July 2016 - June 2017

	TOTAL
INCOME	
Chili Supper Receipts	
Bingo	700.00
Donations - Letter	10,000.00
Donations - Other	300.00
Game Room	2,500.00
Raffle Tickets	16,000.00
Silent Auction	13,000.00
Take-Out / Leftovers	1,200.00
Ticket Sales	6,725.00
Total Chili Supper Receipts	50,425.00
Online E-Scrip Sales	50,000.00
Parent Dues	2,425.00
RedWheel	86,000.00
Schwans/Pizza Hut/Et Fundraiser	900.00
Scrip Sales	150,000.00
T-shirt/Water Bottles/Etc Sales	2,500.00
Teacher Christmas Gift Fund	6,000.00
Total Income	\$348,250.00
COST OF GOODS SOLD	
Cost of Goods Sold	142,357.00
Online Cost of Goods Sold	47,285.00
Total Cost of Goods Sold	\$189,642.00
GROSS PROFIT	\$158,608.00
EXPENSES	
Appreciation/Gifts	2,150.00
Chili Supper	
Chili Supper Profit Distributio	45,000.00
Game Room Expense	750.00
Kitchen Expense	2,650.00
Other	900.00
Printing & Advertising Expense	1,125.00
Total Chili Supper	50,425.00
Dues and Subscriptions	300.00
HFE Classroom & Capital Funds	9,500.00
Office Expenses	
Office Supplies	45.00
Postage and Delivery	600.00
Total Office Expenses	645.00
Red Wheel	
Red Wheel COGS	44,500.00
Red Wheel Profit Distribution	41,500.00
Total Red Wheel	86,000.00
T-shirt Expense	1,200.00
Teacher Christmas Gift	6,000.00
Total Expenses	\$156,220.00

	TOTAL
NET OPERATING INCOME	\$2,388.00
OTHER INCOME	
Interest Income	12.00
Total Other Income	\$12.00
NET OTHER INCOME	\$12.00
NET INCOME	\$2,400.00