



HOLY FAMILY ELEMENTARY

Home and School Meeting
Monday, September 11, 2017
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**

 - V. NEW BUSINESS**
 - a. Committee Updates
 - 1. Bucks
 - 2. Chili Supper
 - a. Chairs needed
 - b. New basket format
 - 3. Family Support
 - 4. Float
 - a. New committee chair
 - 5. Playground
 - 6. Race for Education
 - 7. Red Wheel
 - 8. Snack & Bake
 - b. Fundraiser Dates
 - 1. McTeacher's Night
 - 2. Papa Murphy's Day
 - c. Spirit Items
 - d. H&S Vice President
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- VI. PRINCIPAL'S REPORT**
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- VII. PRIZE DRAWING**
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- VIII. ADJOURNMENT**

NEXT MEETING: Monday, November 6, 2017 @ 7:00 p.m. in the HFE Little Theater

Childcare will be provided



HOLY FAMILY ELEMENTARY

Home and School Meeting

Monday, March 6, 2017

7:00 p.m. HFE Little Theater

MINUTES

I. CALL TO ORDER

President Heather Seiler called the March 6, 2017 meeting to order at 7:00 p.m. Principal Wentling led the opening prayer.

II. APPROVAL OF THE MINUTES OF January 9, 2017

Heather asked if there were any corrections to the January 9, 2017 minutes. There were no corrections noted. First and second motions to approve were given by Allison Ochoa & Amy Schaffer. The minutes were approved as written.

III. TREASURER'S REPORT – EXHIBIT A

Jeff Pinkney presented the treasure report. On the balance sheet, cash is up a bit compared to December. We are still keeping a large amount of inventory for now, but will try to draw it down to a minimal balance by the end of school so we do not carry so much over the summer.

On the income statement, HFE Buck Sales are still going strong. The chili supper net, profit distribution was \$43,122 compared to \$42,364 last year. We had budgeted \$45,000 however due to the current economy that is still excellent.

The teacher classroom funds for \$5,000 were distributed at the beginning of March and are not currently reflected on the February financials. An additional \$4,500 is planned to be distributed out later.

Overall, net profit was about \$13,100, which is currently still exceeding last year's profit and should still allow our budgets plans on Capital Funds to be distributed.

Once the fiscal year is complete, Jeff will prepare the budget for next year. We have budgets for individual committees to use each year. Back to School Bash \$50; Float Building \$200; Playground \$200; Student Birthday Gifts \$400 & HFE Classroom/Capital Funds \$9,500. Red Wheel and Chili Supper budgets will be similar to this year's net profit distribution.

IV. OLD BUSINESS

There was no old business to discuss.

V. NEW BUSINESS

a. **Committee Updates**

1. **Chili Supper:** Kellie Lee said we had a very successful year for the chili supper.

a. **Raffle:** Kellie said the raffle has been declining the past two years. She asked if there were any suggestions to change the raffle. Some suggestions were to move the raffle to the Activity Center where the silent auction is; sell tickets in multiple places;



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purchasing tickets & then deciding which item you want your ticket to go for & having one big drawing for all the cash prizes.

- b. **Class Baskets:** Kellie asked if there were any suggestions to change class baskets. Some ideas were to do a “feed the pig” for each class & the top winning class would win a grand prize. Another suggestion was given for the Teacher donated items instead of bidding on the items you can raffle off each items and you purchase a ticket for a certain amount & then draw the winner.
 - c. **Check List:** It was suggested to give each family one check list of all items needed to bring for the chili supper in November instead of sending home multiple papers at different times.
2. **HFE Bucks:** Keep buying HFE Bucks. The office has stock of Long John Silver’s during lent. Olivia is researching shop with scrip inventory program. The cost of the program is \$79/year. It will make everyone who works behind the scenes have less work to keep track of inventory & families who purchase bucks. Heather asked if anyone was opposed to purchasing a subscription & no one was.
 3. **Race for Education:** The committee is on track updating the database. Thank you to the parents for the time to updated addresses & add information to the new salutation column. They will need volunteers the day of the Race. The signup.com link will be attached to a weekly newsletter that Mrs. Wentling sends.
 4. **Playground Committee:** The platform was fixed on the preschool playground. They had to remove the tunnel & take out a post. They also put out the last of the chalk, hula hoops & there are only a few balls left. We will need some more before school is out.
 5. **Family Support Committee:** The committee provided meals for seven families this year. They take 3-4 meals per family. Thank you for the volunteers on the committee.
 6. **Snack & Bake Committee:** The committee has provided food for the Parent Teacher Conferences, cookies for the Christmas program, supplies for the preschool Christmas Program, gift cards for the faculty/staff during catholic schools week & coverage in the classrooms for Teacher’s during their appreciation lunch the Wednesday during Catholic School Week.



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b. Fundraiser Dates

1. **Papa Murphy's:** The profit from Papa Murphy's night was \$418.95. Thank you to everyone who bought pizza.
 2. **McDonald's Night:** McDonald's night is on April 19th from 5pm to 8pm.
- c. **Officers:** This is Heather's last meeting at President. We still need a President. Rachel will be looking at Stewardship Forms to see if anyone volunteered for an officer position.

VI. PRINCIPAL'S REPORT

Principal Wentling discussed that we said she has received updated financial information through January and we are operating \$4,000 in the red. We have now collected 75% of our outstanding student fees. The budget has been made more realistic and that could be why we are seeing red now. She projected we will end the year very close to budget.

The safety and security committee & advisory committee have come up with an agreeable plan to lock all the doors between 8 a.m. & 3 p.m. They will be installing 4-6 new video cameras & one of the camera's will be pointing out towards the playground.

Mrs. Wentling stated there does not need to be a water retention wall around the playground. IHM will resurface the playground this summer. She has requested bids for the chain link fence to see if it needs repaired or replaced. The preschool playground is continuing to deteriorate. PD Play said there is no warranty on the playground since we chose to install it ourselves. The playground was purchased in 2005 so it is 11 or 12 years old. We will look into finding a replacement but work with a vendor who is close by.

The south windows project is set to begin after school is out this year. She has taken bids for the north windows but that project will need to wait until the summer of 2018 due to the roof on the gym needing replaced. The roof will cost \$25,000 & they have started on it.

The chili supper was a great success. Thanks to everyone who came to the State of the Catholic Schools Meeting. The fees for next year will be announced after the spring fundraisers of Race for Education & ACE Auction.

We have pre-enrolled nearly all of our students for next year. Preschool has 4 openings for next year, KP is full, Kindergarten has 3 openings, 1st is full, 2nd is full, 3rd has 6 openings; 4th is full, 5th has 4 openings & 6th grade has 42 students. The Kindergarten classes will have 48 students total. The 6th grade classes will only have two sections next year. When our school numbers stay between 365 – 390 students it is a good number for us. Next year we currently have 23 openings.

VII. PRIZE DRAWING

A drawing was held for 2-\$10 gift cards. The winners were Stephanie Hagan & Thersea Schrant.



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VIII. ADJOURNMENT

President Seiler adjourned the meeting. The next meeting will be held in September in the HFE Little Theater.

Submitted by: Rheta Schmeidler, Secretary

Holy Family Elementary - Home & School

BALANCE SHEET

As of June 30, 2017

	TOTAL	
	AS OF JUN 30, 2017	AS OF JUN 30, 2016 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Cash on Hand	150.00	175.00
Checking Account	21,993.11	12,359.15
Savings Account	17,186.63	28,151.38
Total Bank Accounts	\$39,329.74	\$40,685.53
Accounts Receivable		
Accounts Receivable	0.00	6,845.00
Total Accounts Receivable	\$0.00	\$6,845.00
Other Current Assets		
Gift Certificates Received (deleted)	0.00	85.48
Inventory - HFE	21,160.68	9,029.06
Undeposited Funds	0.00	2,995.00
Total Other Current Assets	\$21,160.68	\$12,109.54
Total Current Assets	\$60,490.42	\$59,640.07
TOTAL ASSETS	\$60,490.42	\$59,640.07
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Retained Earnings	59,640.07	59,358.95
Net Income	850.35	281.12
Total Equity	\$60,490.42	\$59,640.07
TOTAL LIABILITIES AND EQUITY	\$60,490.42	\$59,640.07

Holy Family Elementary - Home & School

INCOME STATEMENT: CURRENT YEAR VS. PRIOR YEAR

July 2016 - June 2017

	TOTAL		
	JUL 2016 - JUN 2017	JUL 2015 - JUN 2016 (PY)	CHANGE
INCOME			
Car Decals	378.00	0.00	378.00
Chili Supper Receipts	0.00	0.00	0.00
Bingo	425.75	592.00	(166.25)
Donations - Letter	10,225.00	11,149.00	(924.00)
Donations - Other	334.20	172.06	162.14
Donations - Raffle Cash Prize	1,500.00	0.00	1,500.00
Game Room	2,877.35	2,583.50	293.85
Raffle Tickets	14,142.00	15,101.39	(959.39)
Silent Auction	11,489.01	11,526.00	(36.99)
Take-Out / Leftovers	1,206.00	718.00	488.00
Ticket Sales	5,841.00	6,656.00	(815.00)
Total Chili Supper Receipts	48,040.31	48,497.95	(457.64)
Donations - Miscellaneous	5.00	561.43	(556.43)
Fundraiser Income (Papa Murphy's, McDonalds, etc)	1,021.10	926.19	94.91
Online E-Scrip Sales	66,032.14	28,770.00	37,262.14
Parent Dues	2,410.00	2,340.00	70.00
RedWheel	91,904.00	85,188.00	6,716.00
Scrip Sales (HFE Bucks)	167,600.60	140,260.00	27,340.60
T-shirt/Water Bottles/Etc Sales	3,849.00	3,285.00	564.00
Teacher Christmas Gift Fund	7,367.00	5,600.00	1,767.00
Uncategorized Income	4.28	0.00	4.28
Total Income	\$388,611.43	\$315,428.57	\$73,182.86
COST OF GOODS SOLD			
Cost of Goods Sold	149,714.71	134,135.78	15,578.93
Decal Profit Share Payout	202.00	0.00	202.00
Inventory Adjustments	4,640.82	0.00	4,640.82
Online Cost of Goods Sold	68,753.39	24,567.09	44,186.30
Postage and Delivery	230.08	531.06	(300.98)
Shipping	482.39	0.00	482.39
Total Cost of Goods Sold	\$224,023.39	\$159,233.93	\$64,789.46
GROSS PROFIT	\$164,588.04	\$156,194.64	\$8,393.40
EXPENSES			
Back to School Bash Expense	38.97	0.00	38.97
Chili Supper	0.00	0.00	0.00
Chili Supper Profit Distributio	43,122.18	42,758.79	363.39
Game Room Expense	407.81	679.03	(271.22)
Kitchen Expense	1,326.54	1,668.50	(341.96)

	TOTAL		
	JUL 2016 - JUN 2017	JUL 2015 - JUN 2016 (PY)	CHANGE
Other	0.00	2,079.85	(2,079.85)
Printing & Advertising Expense	1,183.78	1,311.78	(128.00)
Raffle Cash Winners	2,000.00	0.00	2,000.00
Total Chili Supper	48,040.31	48,497.95	(457.64)
Christmas Party Expenses	736.65	0.00	736.65
Dues and Subscriptions	378.90	1,549.90	(1,171.00)
Float Building Expenses	147.96	0.00	147.96
HFE Capital Funds Distributed	0.00	0.00	0.00
Capital Funds/Projects	6,500.00	11,500.00	(5,000.00)
Teacher/Classroom	5,000.00	0.00	5,000.00
Total HFE Capital Funds Distributed	11,500.00	11,500.00	0.00
Miscellaneous	107.93	0.00	107.93
Office Expenses	25.31	0.00	25.31
Prizes (Gift Cards, etc)	98.75	0.00	98.75
Red Wheel	0.00	0.00	0.00
Red Wheel COGS	48,484.70	44,294.95	4,189.75
Red Wheel Profit Distribution	43,419.30	40,893.05	2,526.25
Total Red Wheel	91,904.00	85,188.00	6,716.00
Snack and Bake Committee Expenses	111.89	0.00	111.89
Student Birthday Gifts	229.73	0.00	229.73
T-shirt Expense	2,305.50	1,544.04	761.46
Teacher Appreciation	795.00	1,857.87	(1,062.87)
Teacher Christmas Gift	7,367.00	5,600.00	1,767.00
Total Expenses	\$163,787.90	\$155,737.76	\$8,050.14
NET OPERATING INCOME	\$800.14	\$456.88	\$343.26
OTHER INCOME			
Interest Income	50.21	34.24	15.97
Total Other Income	\$50.21	\$34.24	\$15.97
OTHER EXPENSES			
Gift Certificates	0.00	210.00	(210.00)
Total Other Expenses	\$0.00	\$210.00	\$ (210.00)
NET OTHER INCOME	\$50.21	\$ (175.76)	\$225.97
NET INCOME	\$850.35	\$281.12	\$569.23

Holy Family Elementary - Home & School

BUDGET VS. ACTUALS: 2016-2017 - FY17 P&L

July 2016 - June 2017

	TOTAL		
	ACTUAL	BUDGET	REMAINING
INCOME			
Car Decals	378.00		(378.00)
Chili Supper Receipts			
Bingo	425.75	700.00	274.25
Donations - Letter	10,225.00	10,000.00	(225.00)
Donations - Other	334.20	300.00	(34.20)
Donations - Raffle Cash Prize	1,500.00		(1,500.00)
Game Room	2,877.35	2,500.00	(377.35)
Raffle Tickets	14,142.00	16,000.00	1,858.00
Silent Auction	11,489.01	13,000.00	1,510.99
Take-Out / Leftovers	1,206.00	1,200.00	(6.00)
Ticket Sales	5,841.00	6,725.00	884.00
Total Chili Supper Receipts	48,040.31	50,425.00	2,384.69
Donations - Miscellaneous	5.00	0.00	(5.00)
Fundraiser Income (Papa Murphy's, McDonalds, etc)	1,021.10	900.00	(121.10)
Online E-Scrip Sales	66,032.14	50,000.00	(16,032.14)
Parent Dues	2,410.00	2,425.00	15.00
RedWheel	91,904.00	86,000.00	(5,904.00)
Scrip Sales (HFE Bucks)	167,600.60	150,000.00	(17,600.60)
T-shirt/Water Bottles/Etc Sales	3,849.00	2,500.00	(1,349.00)
Teacher Christmas Gift Fund	7,367.00	6,000.00	(1,367.00)
Uncategorized Income	4.28	0.00	(4.28)
Total Income	\$388,611.43	\$348,250.00	\$ (40,361.43)
COST OF GOODS SOLD			
Cost of Goods Sold	149,714.71	142,357.00	(7,357.71)
Decal Profit Share Payout	202.00		(202.00)
Inventory Adjustments	4,640.82	0.00	(4,640.82)
Online Cost of Goods Sold	68,753.39	47,285.00	(21,468.39)
Postage and Delivery	230.08	600.00	369.92
Shipping	482.39	0.00	(482.39)
Total Cost of Goods Sold	\$224,023.39	\$190,242.00	\$ (33,781.39)
GROSS PROFIT	\$164,588.04	\$158,008.00	\$ (6,580.04)
EXPENSES			
Back to School Bash Expense	38.97	0.00	(38.97)
Chili Supper			
Chili Supper Profit Distributio	43,122.18	45,000.00	1,877.82
Game Room Expense	407.81	750.00	342.19
Kitchen Expense	1,326.54	2,650.00	1,323.46

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Other		900.00	900.00
Printing & Advertising Expense	1,183.78	1,125.00	(58.78)
Raffle Cash Winners	2,000.00		(2,000.00)
Total Chili Supper	48,040.31	50,425.00	2,384.69
Christmas Party Expenses	736.65		(736.65)
Dues and Subscriptions	378.90	300.00	(78.90)
Float Building Expenses	147.96		(147.96)
HFE Capital Funds Distributed			
Capital Funds/Projects	6,500.00	9,500.00	3,000.00
Teacher/Classroom	5,000.00		(5,000.00)
Total HFE Capital Funds Distributed	11,500.00	9,500.00	(2,000.00)
Miscellaneous	107.93	0.00	(107.93)
Office Expenses	25.31		(25.31)
Office Supplies		45.00	45.00
Total Office Expenses	25.31	45.00	19.69
Prizes (Gift Cards, etc)	98.75		(98.75)
Red Wheel			
Red Wheel COGS	48,484.70	44,500.00	(3,984.70)
Red Wheel Profit Distribution	43,419.30	41,500.00	(1,919.30)
Total Red Wheel	91,904.00	86,000.00	(5,904.00)
Snack and Bake Committee Expenses	111.89		(111.89)
Student Birthday Gifts	229.73		(229.73)
T-shirt Expense	2,305.50	1,200.00	(1,105.50)
Teacher Appreciation	795.00	2,150.00	1,355.00
Teacher Christmas Gift	7,367.00	6,000.00	(1,367.00)
Total Expenses	\$163,787.90	\$155,620.00	\$ (8,167.90)
NET OPERATING INCOME	\$800.14	\$2,388.00	\$1,587.86
OTHER INCOME			
Interest Income	50.21	12.00	(38.21)
Total Other Income	\$50.21	\$12.00	\$ (38.21)
NET OTHER INCOME	\$50.21	\$12.00	\$ (38.21)
NET INCOME	\$850.35	\$2,400.00	\$1,549.65

Holy Family Elementary - Home & School

BUDGET OVERVIEW: 2017-2018

July 2017 - June 2018

	TOTAL
INCOME	
Car Decals	360.00
Chili Supper Receipts	
Bingo	480.00
Donations - Letter	9,960.00
Donations - Other	360.00
Donations - Raffle Cash Prize	1,560.00
Game Room	2,880.00
Raffle Tickets	14,160.00
Silent Auction	11,520.00
Take-Out / Leftovers	1,200.00
Ticket Sales	5,880.00
Total Chili Supper Receipts	48,000.00
Fundraiser Income (Papa Murphy's, McDonalds, etc)	1,080.00
Online E-Scrip Sales	66,000.00
Parent Dues	2,400.00
RedWheel	91,920.00
Scrip Sales (HFE Bucks)	167,640.00
T-shirt/Water Bottles/Etc Sales	1,800.00
Teacher Christmas Gift Fund	7,320.00
Total Income	\$386,520.00
COST OF GOODS SOLD	
Cost of Goods Sold	154,440.00
Decal Profit Share Payout	240.00
Online Cost of Goods Sold	68,760.00
Postage and Delivery	720.00
Total Cost of Goods Sold	\$224,160.00
GROSS PROFIT	\$162,360.00
EXPENSES	
Back to School Bash Expense	50.00
Chili Supper	
Chili Supper Profit Distributio	43,080.00
Game Room Expense	360.00
Kitchen Expense	1,320.00
Printing & Advertising Expense	1,200.00
Raffle Cash Winners	2,040.00
Total Chili Supper	48,000.00
Christmas Party Expenses	750.00

	TOTAL
Dues and Subscriptions	360.00
Float Building Expenses	200.00
HFE Capital Funds Distributed	
Capital Funds/Projects	6,500.00
Teacher/Classroom	3,000.00
Total HFE Capital Funds Distributed	9,500.00
Miscellaneous	120.00
Playground Expenses	200.00
Prizes (Gift Cards, etc)	120.00
Red Wheel	
Red Wheel COGS	48,480.00
Red Wheel Profit Distribution	43,440.00
Total Red Wheel	91,920.00
Snack and Bake Committee Expenses	1,000.00
Student Birthday Gifts	400.00
T-shirt Expense	1,288.00
Teacher Appreciation	840.00
Teacher Christmas Gift	7,320.00
Total Expenses	\$162,068.00
NET OPERATING INCOME	\$292.00
OTHER INCOME	
Interest Income	48.00
Total Other Income	\$48.00
NET OTHER INCOME	\$48.00
NET INCOME	\$340.00