



Membership Meeting Agenda
Monday, December 5th – 6:30PM – 7:30PM
Location: DES – Teacher’s Lounge or ZOOM

Executive Board in Attendance: Kristine Flythe, Molly Kemp, Deanna Zanella, Jessica Mara, Crystal Thompson

1. Call to order : 6:32 pm

Molly Kemp moved to approve minutes from the minutes from November 6th 2023 meeting , and it was seconded by Jamie Demetry; motion carried unanimously by all present members.

2. Welcome & Introductions

3. Treasurer Report

- a. **Starting Balance - \$62,511.95**
- b. Fall Festival (band) - \$100
- c. Follett Content(library books) - \$1945.75
- d. Halloween Party - 515.20
- e. School Specialty(sensory table)- \$542.92
- f. Rowley & Associates-\$156.25
- g. Total Withdrawals- \$3267.12
- h. Donations- \$163.00
- h. Fall Fest Deposit- \$1180.00
- i. All State Grant- \$500.00
- j. Total Deposits- \$1843.00
- k. **Ending Balance- \$61,337.83**

Taryn Brassard moved to approve the Treasurer’s Report and was seconded by Jamie Demetry; motion carried unanimously by all present members.

4. School Board Report/Principals Report- Not Available

5. Event Reports:

- a. Filotemo- No numbers available yet

7. Upcoming events:

- a. Party Room Parents - Holiday 12/22, Valentine's 2/14/24 and all at 1:45. Party Room Parents should contact classroom teachers to determine time
- b. Filotemo Fundraiser- parent/guardian mixer 12/15, 6-8pm. RSVP on parent square or through email. There will be heavy appetizers provided and cash bar.
- d. Cookies with Santa- 12/9 from 3- 5pm. Chairs are Brigitte Paquin, Jamie Demetry, Kate Bragg and Taryn Brassard. There will be games, crafts, carriage rides, silent auction, raffle tickets for canned goods, and pictures with Santa (3:15- 4:15) Deanna will take pictures. Head to tree lighting on the Town Commons for 5:15.
- e. Movie Night- January 13, at 7pm. Haley Herber will lead this event, looking for a partner. Need to find a movie.
- f. Bingo Night- February 17 at 7pm. Kristine Flythe and Crystal Dewyngaert previous chairs
- g. Spirit Week - February 19th- easy themes, need approval from admin.

- h. Scholastic Book Fair- March 22-23, March 25-29. Jess Mara will chair book fair.
- i. Easter Bunny Breakfast- Saturday March 23, 9-11. Deanna Zanella and Kristine Flythe will chair this event.
- j. Sweetheart Dance- May 4, 6-8 pm. Molly Kemp will chair this event.
- k. Paintball Party- May 5, 4-6pm at AG Paintball. Coordinators needed. Older kids loved this event.
- l. Staff Appreciation Week - May 6-10. Kristine Flythe and Crystal Dewyngaert will lead.

8. Funding Requests: None at this time

9. Working Projects

- a. Waiting area for the bus stop- Still in discussion and planning phases.
- b. Call for artists for map installation- spring
- c. Wellness committee- Molly Kemp 12/15 meeting
- d. The Outdoor Classroom- Morin Contracting
- e. Easter Bunny Breakfast- Book fair will coincide with breakfast
- f. Financial Investments- Accountant suggested PTO hire a financial advisor.
- g. Holiday Shoppe- needs more thought, formal proposal requested by Mr. V.

10. Open Discussion

11. Upcoming Meetings

- a. Monday, January 8, 2024
- b. Monday, February 5, 2024
- c. Monday, March 11, 2024
- d. Monday, April 1, 2024
- e. Thursday, May 2, 2024
- f. Monday, June 3, 2024 (**Final Meeting**)
- g. July (TBD) Executive Board Retreat

Taryn Brassard moved to adjourn at 7:14pm and it was seconded by Jamie Demetry; motion was carried unanimously by all members present.

Members in Attendance: Jamie Demetry, Taryn Brassard, Mary Carter, Sue Johannete

minutes prepared by Molly Kemp 12/10/2023

Dunbarton PTO FY 2023

Treasurer's Report

11/07/2023 - 12/04/2023

Administrative Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Accountant Fees	-	\$156.25	-\$544.54	-\$500.00	-\$44.54
Accounting Software	-	-	-\$186.02	-\$160.00	-\$26.02
Banking Fees/Checks	-	-	-	-\$25.00	\$25.00
Childcare	-	-	-\$100.00	-\$100.00	-
Health Office Restock	-	-	-	-\$250.00	\$250.00
Insurance	-	-	-	-\$500.00	\$500.00
Office Supplies - Copy Paper	-	-	-\$99.98	-\$145.00	\$45.02
Playground Supplies	-	-	-	-\$30.00	\$30.00
Postage	-	-	-\$19.30	-\$20.00	\$0.70
Printing Costs	-	-	-	-\$135.00	\$135.00
State of NH - Annual Fee	-	-	-	-\$75.00	\$75.00
Website Fee	-	-	-	-\$300.00	\$300.00
Communications Expense	-	-	-	-	-
Administrative Expenses Totals	-	-\$156.25	-\$949.84	-\$2,240.00	\$1,290.16
Amazon Smile	Income	Expenses	Year to Date	Net Budget	More/-Less
Amazon Smile	-	-	-	\$200.00	-\$200.00
Amazon Smile Totals	-	-	-	\$200.00	-\$200.00
Artist in Residence	Income	Expenses	Year to Date	Net Budget	More/-Less
Artist in Residence	-	-	-	-\$3,000.00	\$3,000.00
Artist in Residence Totals	-	-	-	-\$3,000.00	\$3,000.00
Attorney/Legal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
Attorney/Legal Fees	-	-	-	-\$500.00	\$500.00
Attorney/Legal Fees Totals	-	-	-	-\$500.00	\$500.00
Bike Rodeo	Income	Expenses	Year to Date	Net Budget	More/-Less
Bike Rodeo	-	-	-	-\$50.00	\$50.00
Bike Rodeo Totals	-	-	-	-\$50.00	\$50.00
Class Parties	Income	Expenses	Year to Date	Net Budget	More/-Less
Halloween Parties	-	-	-\$488.73	-\$50.00	-\$438.73
Holiday Parties	-	\$515.20	-\$515.20	-\$50.00	-\$465.20
Valentine's Day Class Parties	-	-	-	-\$50.00	\$50.00
Class Parties Totals	-	-\$515.20	-\$1,003.93	-\$150.00	-\$853.93
DARE Program	Income	Expenses	Year to Date	Net Budget	More/-Less
L.E.A.D Graduation	-	-	-	-	-
L.E.A.D T-Shirts	-	-	-	-\$300.00	\$300.00
L.E.A.D Books	-	-	-\$308.34	-\$110.00	-\$198.34
DARE Program Totals	-	-	-\$308.34	-\$410.00	\$101.66

Donations/Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
General Donations	\$163.00	-	\$163.00	-\$180.00	\$343.00
Allstate Grant	\$500.00	-	\$500.00	\$500.00	-
Donations/Grants Totals	\$663.00	-	\$663.00	\$320.00	\$343.00
Dunbarton Scholarship	Income	Expenses	Year to Date	Net Budget	More/-Less
Dunbarton Scholarship	-	-	-	-\$250.00	\$250.00
Dunbarton Scholarship Totals	-	-	-	-\$250.00	\$250.00
Expense Reimbursement	Income	Expenses	Year to Date	Net Budget	More/-Less
General Expense Reimbursement	-	-	-	-\$250.00	\$250.00
Expense Reimbursement Totals	-	-	-	-\$250.00	\$250.00
Field Trips	Income	Expenses	Year to Date	Net Budget	More/-Less
Field Trips	-	-	-\$2,500.00	-\$1,200.00	-\$1,300.00
Field Trips Totals	-	-	-\$2,500.00	-\$1,200.00	-\$1,300.00
Free Money	Income	Expenses	Year to Date	Net Budget	More/-Less
Cocoa Cola Give	-	-	-	\$40.00	-\$40.00
Box Tops for Education	-	-	-	\$500.00	-\$500.00
Hannaford Helps	-	-	-	\$250.00	-\$250.00
Apparel Now	-	-	-	\$100.00	-\$100.00
Target Take Charge of Education	-	-	-	-	-
Free Money Totals	-	-	-	\$890.00	-\$890.00
Fundraisers	Income	Expenses	Year to Date	Net Budget	More/-Less
6th Grade Fundraiser	-	-	-	-	-
Fall Fundraiser	-	-	-	-	-
Scholastic Book Fair - Fall	-	-	\$28.34	\$1,341.88	-\$1,313.54
Scholastic Book Fair - Spring	-	-	-	-	-
Spring Fundraiser	-	-	-	-	-
Filatimo	-	-	-\$50.00	\$1,750.00	-\$1,800.00
Poinsettia Fundraiser	-	-	-	\$800.00	-\$800.00
Concessions	-	-	-	-	-
Fundraisers Totals	-	-	-\$21.66	\$3,891.88	-\$3,913.54
Membership Dues	Income	Expenses	Year to Date	Net Budget	More/-Less
Member Dues	-	-	\$281.75	\$3,106.00	-\$2,824.25
Membership Dues Totals	-	-	\$281.75	\$3,106.00	-\$2,824.25
Paypal	Income	Expenses	Year to Date	Net Budget	More/-Less
Paypal Transfer	-	-	-	-	-
Paypal Totals	-	-	-	-	-
PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
School/Community Center Donation	-	\$2,495.67	-\$26,120.75	-	-\$26,120.75
DES Water Station	-	-	-	-	-
DES Security	-	-	-	-	-
Playground	-	-	-\$541.99	-	-\$541.99

PTO Donations	Income	Expenses	Year to Date	Net Budget	More/-Less
Staff Enrichment	-	-	-	-	-
PTO Donations Totals	-	-\$2,495.67	-\$26,662.74	-	-\$26,662.74
PTO Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Festival	\$1,180.00	\$100.00	-\$679.20	-\$500.00	-\$179.20
Cookies with Santa	-	-	-	-\$200.00	\$200.00
Movie Night	-	-	-	-\$300.00	\$300.00
Boys Event	-	-	-	-	-
Reading Challenge	-	-	-	-\$200.00	\$200.00
Easter Bunny Breakfast	-	-	-	-\$1,000.00	\$1,000.00
Sweetheart Dance	-	-	-	-\$600.00	\$600.00
Fun Run/Walk	-	-	-\$3,260.00	-\$500.00	-\$2,760.00
Spring Fling	-	-	-	-\$700.00	\$700.00
Kindergarten Social	-	-	-\$1,786.99	-\$325.00	-\$1,461.99
PTO Events Totals	\$1,180.00	-\$100.00	-\$5,726.19	-\$4,325.00	-\$1,401.19
PTO Promotion & Hospitality	Income	Expenses	Year to Date	Net Budget	More/-Less
Meeting Hospitality	-	-	-	-\$50.00	\$50.00
PTO Promotion & Hospitality Totals	-	-	-	-\$50.00	\$50.00
Roots Club	Income	Expenses	Year to Date	Net Budget	More/-Less
Roots Club	-	-	-	-	-
Roots Club Totals	-	-	-	-	-
SCHOOL EXPENSES	Income	Expenses	Year to Date	Net Budget	More/-Less
School Supplies/Expenses	-	-	-	-	-
SCHOOL EXPENSES Totals	-	-	-	-	-
Sixth Grade Celebration	Income	Expenses	Year to Date	Net Budget	More/-Less
Graduation Party	-	-	-	-\$150.00	\$150.00
Sixth Grade Celebration Totals	-	-	-	-\$150.00	\$150.00
Spirit Wear	Income	Expenses	Year to Date	Net Budget	More/-Less
Spirit Wear	-	-	-	\$150.00	-\$150.00
Spirit Wear Totals	-	-	-	\$150.00	-\$150.00
Staff Appreciation	Income	Expenses	Year to Date	Net Budget	More/-Less
Retirement Gifts	-	-	-	-\$50.00	\$50.00
Staff - Welcome Back	-	-	-\$764.68	-\$500.00	-\$264.68
Teacher Appreciation Week	-	-	-	-\$500.00	\$500.00
Staff Appreciation Totals	-	-	-\$764.68	-\$1,050.00	\$285.32
PayPal Fees	Income	Expenses	Year to Date	Net Budget	More/-Less
PayPal Fees	-	-	-	-	-
PayPal Fees Totals	-	-	-	-	-
Grand Totals					
	\$1,843.00	-\$3,267.12	-\$36,992.63	-\$5,067.12	-\$31,925.51

Bank Account Balances	11/07/2023	12/04/2023	Last reconciled	Summary for the Period	
Citizens Bank - New	\$62,511.95	\$60,987.83	11/30/2023	Starting Total	\$62,761.95
Cash Box	\$250.00	\$250.00	Never	Income	\$1,843.00
PayPal Clearing Account	-	\$100.00	Never	Expenses	-\$3,267.12
Totals	\$62,761.95	\$61,337.83		Ending Total	\$61,337.83
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____