

Manchester GATE School
Fundraising/Financial Plans
August 2024 – June 2025

The purpose of this bulletin is to formalize and confirm plans for things that involve fundraising/funds for the 2024-2025 school year.

Existing “Teacher Accounts”- The Manchester School student body account currently has a cash flow balance of around \$10,000 in it as of August of 2024. In light of the fact that we spend a lot of money in support of our program, it still behooves us all to support our school wide fundraisers (Fund Run, candy, etc). The remaining money in the ASB pays for a multitude of other things like T-shirts, trophies, medals, magazines, supplies, equipment, etc...As you know, there are numerous rules and regulations involved in the utilization of these funds. Basically, this money has to be used for curricular and co-curricular purposes for students. Namely, materials and/or things **for teachers or parents** *cannot* be purchased. Materials you use in your room for students are OK.

The majority of the money is in Teacher Accounts at this time with each of you starting the year with the following amounts: \$400. The money raised this year should be expended as much as possible for the students who contributed to it. **All requests go to Ian for approval prior to purchase, as some items could be purchased from a budget line. Receipts must be turned in on a quarterly basis** (all on one form with total amount). Albert will keep track of these accounts and get your checks to you which can be quite time consuming. Please cash your checks promptly after receiving them (within 1 week), for accounting purposes. **Deadline for turning in receipts is April 30th.** Any receipts for reimbursement submitted after April 30th will not be settled until the beginning of the following school year. *If receipts are submitted after April 30th, the amount submitted will be deducted from your next year account due to a new fiscal year.* **In addition, do not get in the habit of leaving a great deal of cash in your classroom for any period of time. If you do not have time to lock it up or process correctly, bring it to the safe for safekeeping.**

Fund Run

The Fund Run will be a fundraiser for teacher accounts, separate from the PTA. Proceeds will be divided on a **67%/33%** split with students/teachers getting the larger share. Incentive prizes will be funded out of the administrative portion of the proceeds. The 67% that teachers will get should be credited to individual student's accounts that teachers should keep track of. The date of the Fund Run will be October 4th and 5th.

Carnival

The Carnival and Silent Auction is tentatively scheduled for Spring (date tbd). Like last year, teachers need to understand that they should be planning on working and helping out with this important event. Any proceeds that the PTA earmarks for disbursement to teachers will be divided equally among all teachers that help out with the Carnival. Responsibilities for planning booths etc. falls back to PTA personnel. Teachers wishing to do so, may certainly plan and operate a booth, with the proceeds from such a booth going into the general fund. The Silent Auction has become the major PTA fundraiser for their budgetary needs. **Classes will probably be asked to make a “basket” for the Silent Auction.**

Spring Candy Sale

I am planning on doing a candy sale once again this year with Steve Sorenson on top of all the other fundraisers. It is a fundraiser that gives something worthwhile back to the customers. Tentative date will be mid March. Proceeds would go to the Student Body Account for general school wide use.

Special Snack Bar

We will offer a snack bar at certain district sports events. The proceeds from the snack bar will go to partly finance our student recognition program and our student activity program.

Grade Level Candy/Other Sales

Grade levels may decide to have a sale of some type to augment their fundraising only if needed. This fundraiser should be discussed, planned and scheduled with Mr. Gough and Albert so as not to interfere with other fundraisers. **Raffles by student group are in violation of district policy.**

Other fundraisers

We will continue to discourage individual classroom fundraisers as they usually take a lot of teacher time for limited benefits. We will do our community service fund raisers through our student groups so they can be coordinated.

District Support - Goal 2

The district will fund Goal 2 field trips for all 2nd-6th grade students. This will help ease some of the money we typically raise for trips we already take. This is a great opportunity for our students.

Final thoughts...

Given our funding sources and general financial health (or lack of same), these funds, whether they go to PTA, Student Body, or teacher accounts need to be wisely utilized and actively raised. I would like to continue to help you do all you can for your students financially, but please spend cautiously. If it is something that can be donated from families, do so.

Fundraising, however important, should not be the primary focus of the classroom. We all have budgets to live within. Also, please be aware that this is oftentimes an emotional topic for parents--especially those that are disadvantaged. **Please also be cognizant of the fact that we are currently in difficult financial times for many of our families and that the cost of study trips will ultimately be more expensive.**