

SUNNYSIDE ENVIRONMENTAL SCHOOL PTSA
Reimbursement Request Form

Name:		Date:	
Address:			
Telephone:		Email:	
Checks will be mailed to the address you give above unless you request a different delivery method here:			

Amount requested:	
PTSA Budget Line to Charge (see back):	
Purpose of Expenditure:	
Authorized by (you or someone else):	
Initials of Approving Board Member:	
Please attach an original receipt clearly showing the amount/s to be reimbursed.	

Here's how to use this form:

1. The check will be written to the person whose name appears on the first line above; print that name clearly so I can get it right.

2. Complete the form and place it with **original receipts** attached in the folder labeled "Treasurer" in the PTSA box in the office workroom, or mail it to:
Cindi Carrell, Acting Treasurer
c/o Sunnyside Environmental School
3421 SE Salmon St.
Portland, OR 97214

3. If you have any questions, comments or suggestions, leave a note in the "Treasurer's" folder in the PTSA box in the workroom next to the office or contact me at ccarrell@gmail.com

4. A copy of the PTSA budget is on the reverse to refer to.

SES PTSA Budget
For Fiscal Year 7/1/09- 6/30/10
Adopted 5/27/2009

	Projected Income	Projected Expense	% Net
Fundraising			
Auction	\$ 44,000	\$ (12,000)	\$ 32,000
Grateful Request (Arts, Teacher Grants, Outreach)			\$ 7,000
School Scrip Sales			\$ 5,000
eScrip			\$ 1,000
SES Walk/Run	\$ 10,000	\$ (350)	\$ 9,650
K-3 Music Pledges			\$ 1,600
4-5 Music Pledges			\$ 800
Piccateers (school photos)	\$ 8,000	\$ (4,000)	\$ 4,000
Events concessions			\$ 1,000
RACC Grants			\$ 2,000
Wreath/Poinsettia Sales	\$ 8,300	\$ (5,400)	\$ 2,900
Chinook Book sales	\$ 3,430	\$ (1,800)	\$ 1,630
Restaurant events			\$ 1,000
Magazine sales			\$ 88
Territorial Seed sale			\$ 192
May Plant Sale			\$ 300
Fundraising subtotal			\$ 70,160
School & Teacher Support			
4-H Sustainability Intern/Jean's Farm			\$ (25,000)
Overnight Scholarships (Marine Biology, etc)			\$ (13,690)
8th Grade Internships - 12 Interns + 10 dishwashers			\$ (2,200)
Arts Enrichment K - 8 *			\$ (12,300)
(K-3: Weekly music or dance)		\$ (6,000)	
(3rd: Portland Musical)		\$ (2,200)	\$ -
(4-5th: Weekly music)		\$ (2,100)	\$ -
(6-8: Band matching grant)		\$ (500)	\$ -
(6-8: Choir matching grant)		\$ (500)	\$ -
(6-8: Fall production matching grant)		\$ (1,000)	\$ -
Theater - Spring Musical (K-8)	\$ 3,000	\$ (4,000)	\$ (1,000)
Library			\$ (1,000)
Community Kitchen (K-8)			\$ (1,000)
Teacher Small Grants			\$ (8,700)
\$1,300 per team for environmental supplies			\$ -
\$200 * 24 teachers for non consumable class materials			\$ -
Teacher Appreciation Activities/Year End Luncheon			\$ (500)
Grants to individuals (school photos, bus passes, etc)			\$ (1,000)
Contract counselor supplies & fees			\$ (750)
Discretionary Fund - Activities			\$ (4,000)
School & Teacher Support subtotal			\$ (71,140)
Community Events			
Harvest Festival	\$ 3,500	\$ (3,500)	\$ -
Westwind			\$ -
Community Events subtotal			\$ -
School-Home Communications			
Listserve monthly server fee			\$ (300)
Monthly parent tea			\$ (200)
School Directory/Sunflower Pages			\$ 150
School-Home Communication subtotal			\$ (350)
PTA General & Administrative			
Conferences			\$ (90)
Lobbying			\$ (1,000)
Membership dues	\$ 1,400	\$ (1,260)	\$ 140
Postage & other office supplies			\$ (850)
Corporate expense & filing fees			\$ (100)
Insurance (PTA and Safety Patrol)			\$ (220)
Tax preparation			\$ (500)
Possible SES debt from 1st year			\$ (1,500)
PTA Clothes Closet donation			\$ (700)
PTA Student Aid fund			\$ (300)
PTA General subtotal			\$ (5,120)
Subtotal Projected 2009-10 Revenue			\$ 70,160
Subtotal Projected 2009-10 Expenses			\$ (76,610)
TOTAL			\$ (6,450)

Updated 4/15/2010