

SHERWOOD PARK PAC

Parent Advisory Council

Annual General Meeting

May 28th 2024

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2023/24 LEAD VOLUNTEERS

PAC Executive

Chair - Robyn Affleck

Secretary - Carmin Mackenzie

Treasurer - Charlotte Marshall-Macey

Vice-Chair - Anna Morrison

Member at Large - Jeanette Schisler

Member at Large - Robert Dick

Member at Large - Anthony Lyons

Hot Lunch

Coordinator - Rachel Delong

Munchalunch - Danielle Ivings

Leads: Pizza-Hilary Hawkshaw, Sushi-Sarah Petitpierre Branco,

Urban Flavour-Alexis Taschuk, Well Fed-Rachel Delong, Foodie Kids-

Danielle lvings

Communications

Website - Katie Rogers

Instagram - Katie Rogers

Facebook - Anna Morrison

Newsletter - Anna Morrison

Extra-curricular Programming

Lauren Redman

Sign-Up Genius

Anna Morrison

Class Reps

- EOI Liane Bell
- E02 Mandy Gratton
- E03 Michelle King
- E04 Naureen Hirji
- E05 Tara Billesberger
- E06 Sarah Petitpierre-Branco
- E07 Clair Parke
- E08 Petra Hallat
- E09 Sarah Petitpierre-Branco
- F01 Georgia Kyba
- F02 Clare Mochrie
- F03 Regan Dean
- F04 Regan Dean Adryon Cooke
- F05 Regan Dean
- F06 Bridget Westerholz
- F07 Adryon Cooke
- F08 Sylvia Harrison Candace Busch
- F09 Roey Neville
- F09 Morgan DuVernet
- F10 Larissa Tandy

Thank you to every parent who volunteers at the school!

2023/24 EVENT SUMMARY

• Welcome Event

Coordinators: PAC Exec Attendance: Over 100 people

Cost: \$427 + \$770 t-shirts for Kindies

• Trivia Night

Coordinators: Amber Fraser, Penny Swords

Attendance: 103 parents

Revenue: \$1,810

• Winter Breakfast - First

Coordinator: Danielle Ivings Attendance: 389 people

Revenue: \$423

• Spring Dance

Coordinators: Corinne Dahlo, Sylvia Harrison Attendance: 68 Families, 234 tickets pre-sold

Revenue: estimate: \$487

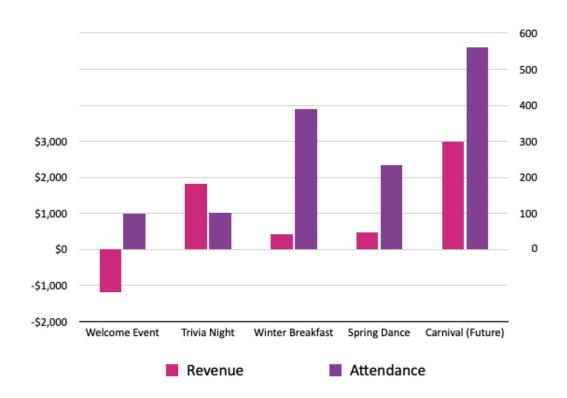
• Carnival (Estimate)

Coordinator: Roseanna Sharpe

Attendance: (2022): 175 families, 560 people

Revenue: (2022): \$3,000

Total Projected Event Revenue: \$4,523



2023/24 FUNDRAISING SUMMARY

Hot Lunch

Coordinator: Rachel DeJong Expected Revenue: \$18,000 Actual Revenue: \$12,518

Seycove Auction

Sherwood Park Rep: Jeanette Schisler

Expected Revenue: \$9,000 Actual Revenue: \$13,284

• Gaming Grant

Coordinator: Charlotte Marshall-Macey

Expected Revenue: \$7,800 Actual Revenue: \$7,980

• Direct Parent Donations

Coordinator: PAC exec Expected Revenue: \$5,000 Actual Revenue: \$3,895

• Community Sponsors

Coordinator: Kyra Laverdiere Expected Revenue: \$3,000 Actual Revenue: \$2,500

•]] Bean

Coordinator: Michelle King Expected Revenue: \$1,800 Actual Revenue (2 terms) - \$1,130 Projected Revenue - \$1,600

• Flowers and Veggies

Coordinator: Anna Morrison Expected Revenue: \$600 Actual Revenue: \$454

• Family Portraits

Coordinator: Carmin Mackenzie Expected Revenue: \$0 Projected Revenue: \$595

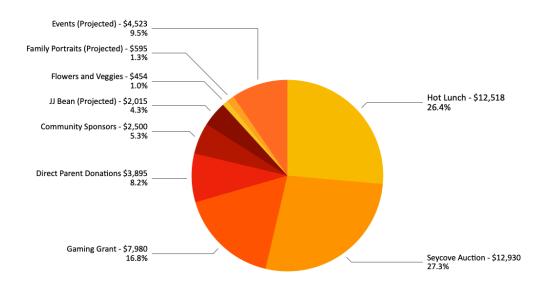
• Popsicles

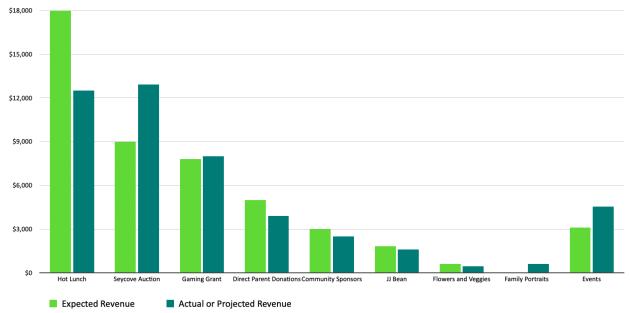
Coordinator: Kyra Laverdiere Expected Revenue: \$0 Projected Revenue: \$500

Events

Expected Revenue: \$3,100 Actual Revenue: \$1,036 Projected Revenue - \$4,523

2023/24 FUNDRAISING CHARTS

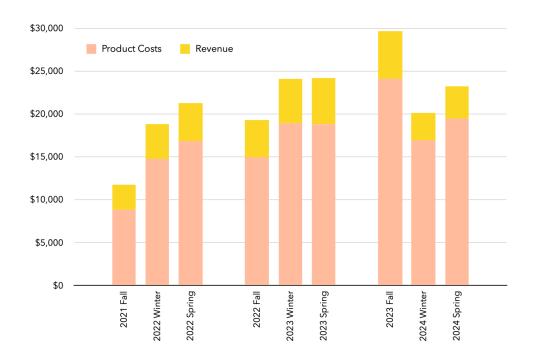




Total Expected Revenue (Budget): \$48,300 Total Projected Revenue: \$42,472

Hot Lunch Revenue Trends

	Total Sales	Product Costs	Revenue	% Revenue
2021 Fall	\$11,709.10	\$8,787	\$2,922	25%
2022 Winter	\$18,840	\$14,772	\$4,069	22%
2022 Spring	\$21,264	\$16,826.49	\$4,437	21%
2022 Fall	\$19,302	\$14,989	\$4,313	22%
2023 Winter	\$24,079	\$18,920	\$5,159	21%
2023 Spring	\$24,232	\$18,828	\$5,404	22%
2023 Fall	\$29,643	\$24,111	\$5,532	19%
2024 Winter	\$20,154	\$16,903	\$3,251	16%
2024 Spring	\$23,239	\$19,504	\$3,735	16%



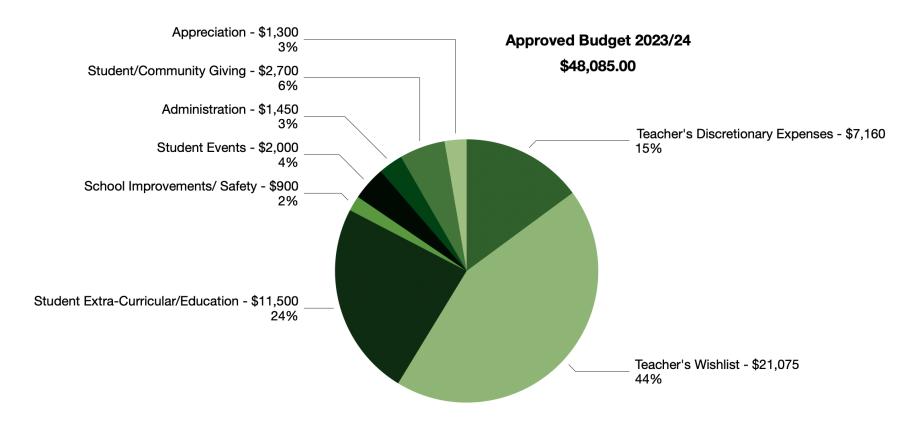
2023/24 APPROVED BUDGET

From May 30th, 2023 AGM

Teacher's Discretionary Expenses		
Classrooms	\$5,040.00	18 Class @\$280
Jump Start	\$1,000.00	2 persons
Learning Services	\$1,120.00	4 @\$280
Library Books and Displays	\$3,000.00	School wish list
Teacher's Wishlist		
Technology	\$3,000.00	School Wish list
Library Support	\$0.00	School Wish list
Music Support	\$0.00	School Wish list
Buses for Track and Field	\$1,500.00	School Wish list
SEL Calm Corners	\$5,400.00	18 Classes @\$300
Slahal Set	\$2,400.00	School Wish list, 40 sets @\$60
Outdoor learning	\$3,000.00	School Wish list
IXL Digital Licenses	\$2,500.00	School wish list
Raz kids digital license	\$275.00	School wish list
Student Extra-Curricular/Education		
Performing Arts - Education	\$2,000.00	School wish list
Tennis Program and Equipment	\$7,000.00	School wish list
Health Workshops	\$2,500.00	
School Improvements/ Safety		

Beautification	\$500.00	
Emergency Preparation	\$400.00	
Student Events		
Fun Day	\$300.00	
KM club	\$800.00	School Wish list
Terry Fox run	\$500.00	
Administration		
Bank Charges	\$150.00	
Kitchen Supplies	\$200.00	
Meeting Costs	\$300.00	
Office Supplies	\$800.00	include webpage
Student/Community Giving		
Discretionary Food Allowance	\$500.00	
Family Support	\$1,000.00	for extra curricular
Scholarships	\$1,200.00	Seycove + Windsor
Kindergarten Welcome Party	\$400.00	
Other Expenses		
Teacher's Appreciation Lunch	\$1,000.00	
Thank You's	\$300.00	
Total Expenses	\$48,085.00	
Net Surplue/Deficit	\$215.00	

2023/24 BUDGET BREAKDOWN AND RETAINED EARNINGS



Previous Year-End Retained Earnings (June 2023) \$113,220.24

Current Bank Holdings (May 2024) \$129,538.12

INCOMETO MAY 24th

AND FORECAST TO YEAR-END

	Actual	Budget	ov	er Budget	% of Budget			ill to end		Actual	Forecast to End of Year2023/24
Income						- 1					
Carnival				0.00		ı	13	,000.00			13,000.00
Carnival Cost	-4,193.63			-4,193.63		Ì	-6,0	00.00		-4,193.63	-10,193.63
Total Carnival	-\$ 4,193.63	\$ 0.00	-\$	4,193.63		Ì	\$ 7,0	00.00	-\$	4,193.63	\$ 2,806.37
Community Supporters	2,500.00			2,500.00		Ī	1,5	500.00		2,500.00	4,000.00
Fundraising event	1,507.58			1,507.58		Ì				1,507.58	1,507.58
Fundraising event-Cost	-887.87			-887.87		Ì				-887.87	-887.87
Total Fundraising event	\$ 619.71	\$ 0.00	\$	619.71		Ì	\$	0.00	\$	619.71	\$ 4,619.71
Gaming Funds	7,980.00	7,800.00		180.00	102.31%	Ì		0.00		7,980.00	7,980.00
Hot Lunch	71,552.72	18,000.00		53,552.72	397.52%	Ì				71,552.72	71,552.72
Hot Lunch Cost	-53,073.37		-5	53,073.37		Ì	-7,3	300.00		-53,073.37	-60,373.37
Total Hot Lunch	\$18,479.35	\$18,000.00	\$	479.35	102.66%	Ì	-\$ 7,3	00.00	\$	18,479.35	\$ 131,926.09
JJBean Fundraiser	2,432.26			2,432.26		Ī		0.00		2,432.26	2,432.26
JJBean Fundraiser - Cost	-520.35			-520.35		Ì	-(300.00		-520.35	-820.35
Total JJBean Fundraiser	\$ 1,911.91	\$ 0.00	\$	1,911.91		Ì	-\$ 3	00.00	\$	1,911.91	\$ 1,611.91
PAC Student Funding	3,895.49	5,000.00		-1,104.51	77.91%	Ī		0.00		3,895.49	3,895.49
PST Refund	342.96			342.96		Ī		0.00		342.96	342.96
Seycove Auction	13,284.14	9,000.00		4,284.14	147.60%			0.00		13,284.14	13,284.14
Seycove Auction Cost	-354.29			-354.29				0.00		-354.29	-354.29
Total Seycove Auction	\$12,929.85	\$9,000.00	\$	3,929.85	143.67%	Ī	\$	0.00	\$	12,929.85	\$ 17,168.30
Spring Dance	1,027.40			1,027.40			-{	536.00		1,027.40	491.40
Trivia Night	3,206.51			3,206.51				0.00		3,206.51	3,206.51
Trivia Night-cost	-1,395.94			-1,395.94		Ī		0.00		-1,395.94	-1,395.94
Total Trivia Night	\$ 1,810.57	\$ 0.00	\$	1,810.57			\$	0.00	\$	1,810.57	\$ 2,301.97
Uncategorized Income	950.00	8,500.00		-7,550.00	11.18%		_(950.00		950.00	0.00
Total Income	\$48,253.61	\$48,300.00	-\$	46.39	99.90%		-\$ 5	86.00	\$	48,253.61	\$ 47,667.61

EXPENSES TO MAY 24th

AND FORECAST TO YEAR-END

	Actual	Budget	over Budget	% of Budget	Still to Spend	Actual	Forecast to End of /ear2023/24
Teachers Discretionary							
Classroom Disc. Fund	2,665.44	5,040.00	-2,374.56	52.89%	2,380.00	2,665.44	5,045.44
Jump Start	544.57	1,000.00	-455.43	54.46%	0.00	544.57	544.57
Learning Services	30.68	1,120.00	-1,089.32	2.74%	1,000.00	30.68	1,030.68
Library Books & Displays	3,943.74	3,000.00	943.74	131.46%	-950.00	3,943.74	2,993.74
Total Teachers Discretionary	\$ 7,184.43	\$10,160.00	-\$ 2,975.57	70.71%	\$ 2,430.00	\$ 7,184.43	\$ 9,614.43
Teacher's Wish List							
Calm Corners	2,987.72	5,400.00	-2,412.28	55.33%	0.00	2,987.72	2,987.72
First Nation Projects	314.40	2,400.00	-2,085.60	13.10%	0.00	314.40	314.40
IXL Digital License	1,875.00	2,500.00	-625.00	75.00%	0.00	1,875.00	1,875.00
Literacy Materials-Primary	474.46		474.46			474.46	474.46
Outdoor learning	0.00	3,000.00	-3,000.00	0.00%	0.00		0.00
Raz kids license	0.00	275.00	-275.00	0.00%	275.00		275.00
Technology	5,953.58	3,000.00	2,953.58	198.45%		5,953.58	5,953.58
Transportation	0.00	1,500.00	-1,500.00	0.00%	1,050.00		1,050.00
Total Teacher's Wish List	\$ 11,605.16	\$18,075.00	-\$ 6,469.84	64.21%	\$ 1,325.00	\$ 11,605.16	\$ 12,930.16
Student Extra-Curricular/ Education							
Performance Education program		2,000.00	-2,000.00	0.00%	0.00		0.00
Fitness/Sports Program (G)	6,989.57	7,000.00	-10.43	99.85%	0.00	6,989.57	6,989.57
Health Workshops	2,362.50	2,500.00	-137.50	94.50%	0.00	2,362.50	2,362.50
Total Student Extra- Curricular/Education	\$ 9,352.07	\$11,500.00	-\$ 2,147.93	81.32%	\$ 0.00	\$ 9,352.07	\$ 9,352.07

EXPENSES TO MAY 24th

AND FORECAST TO YEAR-END (con't)

	Actual	Budget	over Budget	% of Budget	Still to Spend	Actual	orecast to End of ear2023/24
School Improvements/ Safety			0.00				
Beautifcation	60.42	500.00	-439.58	12.08%	0.00	60.42	60.42
Emergency Preparation	383.11	400.00	-16.89	95.78%	0.00	383.11	383.11
Total School Improvements/ Safety	\$ 443.53	\$ 900.00	-\$ 456.47	49.28%	\$ 0.00	\$ 443.53	\$ 443.53
Student Events							
Fun/Sports Day	27.65	300.00	-272.35	9.22%	300.00	27.65	327.65
KM Club	0.00	800.00	-800.00	0.00%	0.00		0.00
Terry Fox Run	0.00	500.00	-500.00	0.00%	0.00		0.00
Total Student Events	\$ 27.65	\$1,600.00	-\$ 1,572.35	1.73%	\$ 300.00	\$ 27.65	\$ 327.65
Administration							
Bank Charges	65.70	150.00	-84.30	43.80%	25.00	65.70	90.70
Kitchen Supplies	526.36	200.00	326.36	263.18%	0.00	526.36	526.36
Meeting Costs	271.63	300.00	-28.37	90.54%	60.00	271.63	331.63
Office Supplies	493.21	800.00	-306.79	61.65%	120.00	493.21	613.21
Total Administration	\$ 1,356.90	\$1,450.00	-\$ 93.10	93.58%	\$ 205.00	\$ 1,356.90	\$ 1,561.90
Student/Community Giving							
Discretionary Food Allowance	0.00	500.00	-500.00	0.00%	0.00		0.00
Family Support	0.00	1,000.00	-1,000.00	0.00%	350.00		350.00
Scholarships	0.00	1,200.00	-1,200.00	0.00%	1,000.00		1,000.00
Kindergarten Welcome Party	1,968.69	400.00	1,568.69	492.17%	0.00	1,968.69	1,968.69
Total Student/Community Giving	\$ 1,968.69	\$3,100.00	-\$ 1,131.31	63.51%	\$ 1,350.00	\$ 1,968.69	\$ 3,318.69

EXPENSES TO MAY 24th

AND FORECAST TO YEAR-END (con't)

	Actual	Budget	over Budget	% of Budget	Still to Spend	Actual	orecast to End of ear2023/24
Other Expenses							
Teacher's Appreciation	0.00	1,000.00	-1,000.00	0.00%	1,000.00		1,000.00
Thank You's	0.00	300.00	-300.00	0.00%	1,008.00		1,008.00
Total Other Expenses	\$ 0.00	\$1,300.00	-\$ 1,300.00	0.00%	\$ 2,008.00		\$ 2,008.00
Total Expenses	\$31,938.43	\$48,085.00	-\$16,146.57	66.42%	\$ 7,618.00	\$ 31,938.43	\$ 39,556.43
Net Operating Income	\$16,315.18	\$ 215.00	\$ 16,100.18	7588.46%	-\$ 8,204.00	\$ 16,315.18	\$ 8,111.18

Total Budgeted Expenses: \$48,085.00

Total Spent as of May 25th, 2024: \$31,938.43

Total Forecasted by Year End: \$39,556.43

2024/25 PROPOSED EVENTS

• Welcome Event - Early September

Coordinators Needed

• Trivia Night - Mid-November

Coordinators Needed

• Winter Breakfast - Last Day before Winter Break

Coordinators Needed

• Spring Dance - Early May

Coordinators Needed

• Carnival - Last Thursday Before Summer Break

Coordinators Needed

• Other?

Movie Night? Ice Cream Social? Please share your ideas!

2024/25 PROPOSED FUNDRAISERS

Hot Lunch - 3 Sessions

Coordinator: Rachel DeJong Lunch Leads: Sarah Pettit-Pierre, Hilary

Hawkshaw, Sarah Pettit-Pierre

Needed: 2 Lunch Leads

Needed: Munchalunch admin

• J Bean - 3 sessions

(or monthly - distributed with Hot Lunch?) Coordinator: Michelle King

• Spirit Wear (Fall and Spring?)

Coordinator Needed

• Wreaths and Holiday Planters

Grade 7's?

• Grade 7 Winter Market

Grade 7's

The Card Project

School Approval Needed Coordinator Needed

• Purdy's - (Winter and/or Easter)

Coordinator Needed

• Westcoast Seeds (Late Winter / Spring)

Coordinator: Annemarie Revell

Seycove Auction

Sherwood Rep Needed

• Flowers and Veggies (Mother's Day)

Coordinator: Anna Morrison

• Family Portraits (Fall or Spring?)

Coordinator: Carmin Mackenzie

• Popsicles - (June)

Coordinator: Kyra Laverdiere - to be confirmed

Other?

Please share your ideas!

2024/25 VOLUNTEER POSITIONS

PAC Executive

*Position required by BCPAC bylaws

Chair*

Secretary*

Treasurer*

Member at Large - Fundraising

Member at Large - Events

Member at Large - Communications

Additional Members at Large

Hot Lunch

Coordinator

Munchalunch admin

Sushi Lead

Event Committee Members

Fundraising Committee Members

Communications Committee Members

Extra-curricular Programming

School Garden Lead

Newsletter / Konstella app

Sign-Up Genius / Konstella app

Community Sponsorships

DPAC Rep

Canadian Parents for French Rep

Class Reps

*Note: any roles involving direct contact with children during school hours require a "Vulnerable Sector Check" from the RCMP which is valid for 5 years. Volunteer forms from the school need to be filled out annually.

2024/25 Proposed Budget - Income

Income							
	Budget \$	Budget \$	Notes				
	2023/24	2024/25					
Ordinary Income	30,800	22,100					
Hot Lunch	18,000	10,500	Price increase needed to bring income inline with prior years.				
Gaming Funds	7,800	7,800	\$20 per student. Applied for awaiting confirmation of amount.				
Student Direct Funding (parent donations)	5,000	3,500	Budget amount based on F2023/24 Actual.				
Interest income	-	300	Requires Vancity Bank funds ear marked for playground to be held in a long term GIC. Surplus income to be held for Playground project. Interest at 4% on \$75,000=\$3k.				
Fundraisers	17,500	19,600					
Community Sponsorships	-	2,500	Budget Amount based on F2023/24 Actual. Excludes RBC Grant new to F2023/24 .				
Fundraising events (Other)	8,500	2,500	Spring Plants & Westcoast Seeds, Easter Purdy's, Spring/Fall Photos, Summer Popsicles, Holiday Card Projects. Spirit Wear sale. Subject to volunteer support.				
JJ Bean	-	1,600	Budget amount based on F2023/24 Actual.				
Seycove Auction	9,000	13,000	Budget amount based on F2023/24 Actual.				
Events	-	5,800					
Events Other - Spring Family Dance	-	500					
Events Other - Winter Breakfast	-	500					
Trivia Night	-	1,500	Budget amount based on 2023/24 Actual.				
Carnival	-	3,000					
PST Refund	-	300					
Total Income	48,300	47,500					

2024/25 Proposed Budget - Expenses

	Budget	Budget \$	Notes
	2023/24	\$ 2024/25	
Teacher's Discretionary Expenses	7,160	7,600	
Classrooms	5,040	5,400	18 Class @\$300. Increase from \$280.
Learning Services	1,120	1,200	4 @\$300. Increase from \$280.
Jump Start	1,000	1,000	2 persons @\$500. New Teacher Classroom set up support.
School Support	10,275	10,275	Recurring 'Wish List' items
Technology	3,000	3,000	
Library Books and Displays	3,000	3,000	
IXL Digital Licenses	2,500	2,500	# Teachers requesting * Fee.
Raz kids digital license	275	275	# Teachers requesting * Fee.
Buses for Track and Field	1,500	1,500	
Teacher's Wishlist	17,800	14,000	New Wish List projects/items - non recurring
SEL Calm Corners	5,400	-	
Slahal Set	2,400	-	
Outdoor learning	3,000	-	
Tennis Program and Equipment	7,000	-	
Student Extra-Curricular/Education (G)	4,500	8,000	
Performing Arts - Education (Child Participation)	2,000	2,000	
Performing Arts - Performances by Arts Groups	-	2,000	
Fitness/Sports Programs	-	2,000	PY included in Tennis program from Teacher's Wishlist
Health Workshops	2,500	2,000	
School Improvements/ Safety (G)	900	500	
Beautification	500	100	
Emergency Preparation	400	400	

2024/25 Proposed Budget - Expenses (continued)

Student Events	1,600	300	
Fun/Sports Day	300	300	
KM club	800	-	
Terry Fox run	500	-	
Administration	1,450	2,034	
Bank Charges	150	150	
Kitchen Supplies	200	-	
Meeting Costs	300	300	Child Care, Zoom, Snacks
Office Supplies	800	1,584	Includes proposed Konstella application. Webpage- via Weebly, Quick Books, Stationary. Note Mail Chimp is currently grandfathered as free. Survey Monkey.
Student/Community Giving	3,500	2,750	
Discretionary Food Allowance	500	-	
Family Support	1,000	500	For extra curricular
Scholarships	1,200	1,000	Seycove + Windsor
Welcome Party	400	500	
Kindergarten Welcome	400	750	T-shirts
Other Expenses	1,300	2,008	
Teacher's Appreciation Lunch	1,000	-	
Volunteer Thank You's	300	1,008	Carnival Tickets - \$56*18
Parental Initiatives	-	1,000	Community events, School assistance. 4*\$250
Total Expenses	48,485	47,467	
Net Surplus/(Deficit)	215	33	

Total Proposed 2024/25 PAC Budget: \$47,467

2024/25 PROPOSED BUDGET BREAKDOWN

Total Proposed 2024/25 PAC Budget: \$47,467

