MAGNOLIA MIDDLE SCHOOL PTO

PROPOSED OPERATING BUDGET | Fiscal Year 2026–2027

DRAFT for Board review · Requires General Membership approval at September meeting (Bylaws Article 10)

DRAFT PROPOSAL: Figures below are proposed starting points based on the last two years of actuals. Every line is open for Board discussion. Prior-year columns are shown for reference. ★ marks new line items with no spending history.

Category / Line Item	FY24-25 Actual	FY25-26 Actual	PROPOSED FY26-27	Notes
PROJECTED INCOME				
Holiday Bingo & Raffle	—	$9,714.56	**$9,500.00**	Conservative vs $9,715 actual
Trivia Night	—	no history	**$0.00**	Free admission — no income. See expense line.
Membership Dues	$430.00	$490.00	**$600.00**	Modest push from $490
Business Sponsorships	—	$250.00	**$750.00**	3 sponsors @ $250
Donations (general)	—	$425.00	**$400.00**	In line with prior year
Concessions (basketball, sporting events)	not tracked	$55.00	**$0.00**	Not running concessions in FY26-27
Dances (Valentine's, 8th grade, others)	—	$605.00	**$1,200.00**	Two dances @ ~$600 each
★ Spirit Wear / Merchandise	—	no history	**$500.00**	Print-on-demand store, 25% margin. No cost or inventory.
★ Restaurant / Community Nights	—	no history	**$500.00**	2-3 nights, low effort
School Reimbursements	—	$275.00	**$275.00**	DJ reimbursement, matches prior yr
Zelle Received (collections & reimbursements)	$402.59	$433.12	**$175.00**	Collections, hard to predict
Cash/Check Deposits (general)	$982.50	$3,277.73	**$1,500.00**	General cash/check fundraising
Debit Card Returns / Refunds	$333.20	$126.74	**$0.00**	Refunds not budgeted
Other / Unitemized	$551.87	$2,038.51	**$0.00**	Should be $0 with QuickBooks tracking
TOTAL PROJECTED INCOME	**$2,700.16**	**$17,891.66**	**$15,400.00**	

Category / Line Item	FY24-25 Actual	FY25-26 Actual	PROPOSED FY26-27	Notes
PROJECTED EXPENSES – EVENTS & PROGRAMS				
8th Grade Trip – PTO Contribution	—	$3,500.00	**$3,500.00**	Matches board-approved level
8th Grade Celebration – DJ	—	$275.00	**$275.00**	In line with prior year
8th Grade Celebration – Kona Ice	—	$1,017.90	**$1,000.00**	Near actual $1,017.90
8th Grade Celebration – Entertainment / Photo Booth	—	$500.00	**$500.00**	Photo booth / entertainment
Holiday Bingo – Event Costs	—	$633.05	**$800.00**	Pizza, refreshments, prizes
★ Dances – DJ, Decor, Supplies	—	not tracked	**$600.00**	Split out from general supplies
★ Trivia Night – Food & Supplies	—	not tracked	**$700.00**	Free admission, ~75 attendees
★ Teacher & Staff Appreciation Week	—	not tracked	**$2,400.00**	Real budget for appreciation week
★ Staff Hospitality (year-round)	—	not tracked	**$850.00**	Conferences, holidays, year-round
Student Programs & Activities	—	$22.25	**$450.00**	Student programming
SUBTOTAL – EVENTS & PROGRAMS	**$0.00**	**$5,948.20**	**$11,075.00**	
PROJECTED EXPENSES – OPERATING & FIXED				
Insurance (RVNA annual renewal)	$313.78	$313.62	**$325.00**	RVNA, slight increase
Website / Technology (Wix annual + monthly)	$393.73	$396.73	**$400.00**	Wix annual + monthly
Tax Filing / Administrative (990-N software)	—	$50.00	**$50.00**	Simple 990
Bank Fees / Service Charges	$1.29	$4.33	**$10.00**	Minimal
★ QuickBooks Subscription	—	no history	**$230.00**	Confirmed cost
General Supplies & Materials	$728.50	$2,140.55	**$1,135.00**	CAPPED — down from $2,140 actual
Volunteer Reimbursements	$550.00	$1,352.19	**$775.00**	Receipt required per Article 14
SUBTOTAL – OPERATING & FIXED	**$1,987.30**	**$4,257.42**	**$2,925.00**	

BUDGET SUMMARY				
Total Projected Income	**$2,700.16**	**$17,891.66**	**$15,400.00**	
Total Projected Expenses	**$1,987.30**	**$10,205.62**	**$14,000.00**	
Management Reserve (10% — required, Article 10)			**$1,400.00**	
Total Expenses + Reserve			**$15,400.00**	
PROJECTED NET SURPLUS / (DEFICIT)	**$712.86**	**$7,686.04**	**$0.00**	

Article 10 requires the operating budget to include a 10% management reserve and to identify fundraising projects and the purposes for which funds are being raised. Article 17 requires a Board vote for any spending beyond 10% of the approved budget.

NOTES FOR BOARD DISCUSSION

- ★ marks new line items with no spending history — these are estimates and need Board input.
- Teacher & Staff Appreciation was never tracked separately. Now funded at $2,400 plus $850 year-round hospitality.
- Trivia Night is a free community event (~75 attendees), budgeted as a $700 expense, not income.
- Concessions are not running this year — both income and cost-of-goods lines are zeroed.
- Spirit wear uses a print-on-demand store: no upfront cost, no inventory, roughly 25% margin.
- General Supplies capped at $1,150, down from $2,140 actual last year.
- Holiday Bingo is 62% of projected income. Sponsorships and spirit wear are conservative hedges.
- Budget balances to exactly $0.00 with the required 10% reserve fully funded.

Prepared by: Gary McGraw, Treasurer