

**POPS Treasurer Report**  
**Report Period: 7/1/19 – 5/31/2020**  
**Date: 5/31/2020**  
**Prepared by: Jenn Caiazzo**

**Basis of Presentation:**

The 2020 POPS' Fiscal Year begins on July 1, 2019 and this report covers all activity through May 31, 2020, including donation income, expenses and cash activity and balances.

**Donations & Other Income Fiscal YTD (7/1/19 – 5/31/2020)**

**General Donations:**

On-line net donations	\$3,250.00
Cash	234.00
Mail-in donations	2,725.00
Amazon Smile donations	49.02
Wellesley Bank Sponsorship	1,750.00
Donations through Bundle	<u>880.00</u>
<b>Total Donations Received</b>	<b>\$8,888.02</b>

**Gala Donations:**

Long Term Fund "LTF" Restricted donations	\$14,200.00
Unrestricted Gala Donations	<u>30,416.00</u>
<b>Total Gala Donations</b>	<b>\$44,616.00</b>

**Playbill Sponsor Donations:**

Family	\$1,480.00
Business	<u>5,600.00</u>
<b>Total Playbill Sponsor &amp; Donations</b>	<b>\$7,080.00</b>

**Other Fundraising Sales:**

Star for a Star/Concessions/Roses/Magnets	<u>\$4,013.42</u>
<b>Total Other Fundraising Sales</b>	<b>\$4,013.42</b>

**Program Support Receipts:**

Spiritwear Attire	\$2,184.00
Flipcause Bundle Inflows	<u>5,540.00</u>
<b>Total Support Receipts (1)</b>	<b>\$7,724.00</b>

**TOTAL YTD Donations  
And Other Receipts(2)** **\$72,321.44**

**Interest Income:**

Unrestricted Interest Income	\$41.98
Restricted Interest Income	<u>1,018.38</u>
<b>Total YTD Interest Income Received</b>	<b>\$1,060.36</b>

**(1) Support receipts are proceeds for spiritwear attire and money is used to purchase the spiritwear.**

**(2) Additionally, POPS received 3 instrument donations during this period, the value of these contributions is not included in the above numbers.**

**Expenses Fiscal YTD 7/1/19 – 5/31/20:**

Accountant Filing Fees	\$ 1,050.00
Accounting Software	694.89
Attire Support Expenses	1,150.40
COGS – Concessions	1,201.28
COGS – Playbill Printing	294.00
COGS – Star for a Star	326.21
Community Building Expenses	567.65
Fingerprint Reimbursement	35.00
Grants (See below)	28,038.90
Insurance (FY 2020)	474.00
Lobby Support Expenses	254.53
MetG Festival	448.00
Office Supplies	80.46
On-Line Transaction Fees	18.96
PO Box Rental and Postage	134.00
POPS Discretionary Fund	1,864.21
POPS Gala Expenses	13,389.01
POPS Publicity Expenses	267.57
Production Emergency Expenses	1,200.00
State Filing Fees	18.50
Student Bundle Expenses	7,208.42
Student in Need Attire	161.70
Tax Filing & Postage Fees	78.20
Teacher Recognition Flowers/Party	1,617.08
Website Expense (FY 2020)	1,200.00
Write off	<u>(100.00)</u>
<b>Total YTD Expenses</b>	<b>\$61,672.97</b>

**Non-cash Expenditures:**

Insurance (Prepaid Expense)	\$ 474.00	
Website (Prepaid Expense)	1,200.00	
June 30 outstanding checks cashed	(200.00)	
Website (Prepaid Expense)	(745.50)	
Accrual for FY2020 Grants (See below)	28,038.90	
Outstanding check from FY2017 Written Off	(100.00)	*
Accrual for Purchase of Cello	1,440.00	**
PA Discretionary Fund	(178.26)	***
WPS Emergency Accrual	1,147.35	****
<b>Total Non-cash items</b>	<b>\$31,076.49</b>	

**Cash Balances as of 5/31/20:****Unrestricted Cash**

Wellesley Bank: \$46,731.46

Total Unrestricted Cash \$46,731.46

Total Restricted Cash \$75,356.25

**Total Cash \$122,087.71**

**Cash activity 7/1/19 – 5/31/2020**

Cash balance 6/30/19	\$ 78,324.57
Donations received	72,321.44
Interest Income	1,060.36
Expenses YTD	(61,672.97)
Uncashed Checks	977.82
Non-cash expenditures	31,076.49
Cash balance 5/31/20	<b>\$ 122,087.71</b>

**Other Reportable Matters:**

The FY 2019 tax returns have been filed.

\* Check from FY2017 that was never cashed.

\*\*Purchase of a cello from the Discretionary Fund. It has been accrued for but has not been charged to the POPS account. It was reclassified from the Discretionary Fund to a POPS Accrual.

\*\*\*There was a POPS approved increase to the Discretionary Fund of \$1,864.21 at the September 10, 2019 Board Meeting. Emergency props were ordered for Sharks and Fame Winter Musicals totaling \$283.99. A WMS backstage monitor and IVEP lesson were approved

for \$318.48. Reclassification of the Cello purchase to the WPS Accrual of \$1,440. This nets to (\$178.26).

\*\*\*\* In the September 10, 2019 board meeting, the Board approved a WPS Emergency Account in the amount of \$1,200. This account was established for the musicals to allow for “emergencies” that take place during the musical. One expenditure arose during SITR in the amount of \$52.65. The net of the established account and the expenditure is \$1,147.35.

POPS 2<sup>nd</sup> Annual Signature Gala was on Friday, February 7, 2020 at The Center for Arts in Natick at 7pm. Carol Morrow and Wendy Paul, once again, were the outstanding fundraising team leaders for the gala. This event was a huge success bringing in approximately \$44,000 of donations of which approximately \$14,000 were designated as Long Term Fund LTF restricted donations. A Certificate of Deposit (CD) at Wellesley Bank in the amount of \$14,027.27 was in place on March 30, 2020. This is a 1- year insured CD that will mature at the same time as the prior year LTF CD. The CDs are managed in accordance with the Governance Document.

POPS’ Spring 2020 Grants were presented in May, totaling **\$28,038.90**. This includes all grades, K-12. Many, many thanks to the wonderful donors and volunteers who made this impact possible! Please see the attachment below for details.

It is with so much gratitude and appreciation to all the volunteers and friends of the POPS community. You all have all come together to build such an amazing community with outstanding students, faculty, family and friends. Cheers to another wonderful year! Stay safe and healthy!

#### **FY 2020 Grants**

<b>DONATION</b>	<b>DESCRIPTION</b>	<b>SCHOOL</b>	<b>Amount</b>
Elementary Instruments	Faculty/LaCava	K-5 Schools (\$625/per)	\$ 4,375.00
District Prof Dev	Grant: K-12 Schools/LaCava	K-12 School(\$350/per)	\$ 1,050.00
French Horns (2)	Grant: Dave Adams	WMS/Band	\$ 6,054.12
Theatrical Lighting	equipment for the Auditorium/Speed/Fine Orchestra/	WMS/Auditorium	\$ 7,809.78
Piano	Dr. Sergey Khanukaev	WHS/Orchestra	\$ 5,000.00
Guest Teacher	Graders		
Dr. Nelson	Guest Teacher	WMS Drama	\$ 1,250.00
Keyboard/Amp	Band/Dave Adams	WMS/Jazz Band	\$ 2,500.00
<b>TOTAL</b>			<b><u>\$ 28,038.90</u></b>