

**Alice Deal Middle School  
ADCA General Meeting  
Minutes of April 17, 2018**

Co President Maan Sacdalan called the meeting to order at approximately 6:32 pm.

1. **Minutes** - The minutes from January 2018 were delayed for review and approval until the May 2018 General meeting.
2. **Treasurer's Report.** Jenny Backus, Co Treasurer provided a report on the ADCA budget. To date, the ADCA has a net income of \$88,000. The goal is for the ADCA is to have funds available starting the new fiscal year July 1, 2018 for summer expenditures. The latest P&L and Treasurers is attached.
3. **Fundraising** Leonie Stephenson, Co Vice President for Fundraising, provided an update on the annual gala, and stated it grossed \$100,00. She stated it would be great if Deal parents became more involved with the gala and fundraising activities in general.  
Jenny Backus stated the spring community day event along with the Mulch sale grossed \$20,000, \$10,000 of which the ADCA will net.  
Stoddert provided a donation to the ADCA which will go to sports related activities.  
There will be other fundraising activities to round out the year.
4. **President's report** – Maan Sacdalan, Co President, announced and congratulated Ms. Neal on becoming the permanent Principal for Alice Deal Middle School.  
She reported the ADCA Board has open positions and encouraged individuals to run for a position, and encouraged individuals to share a special skill set for Deal events if one can't commit to the Board. The ADCA will host a happy hour for Deal parents interested in serving on the board and wanting to learn more.  
Lori Jackson, Co President reported the Deal Musical, High School Musical, dates of April 19-21<sup>st</sup> and encouraged the Deal community to buy tickets and support the 7<sup>th</sup> and 8<sup>th</sup> grade students. The Theatre Arts Dept and ADCA will sell concessions at the performances, and flowers for parents to buy for the performers.
5. **Principal's Report.** Ms. Neal briefly touched on her ways to make Deal a great school, focusing on communication, equity and inclusion.
6. **ADCA Speaker.** Paige Trevor is a certified Parent Educator for the Parent Encouragement Program, a nonprofit parenting education organization serving the Washington area. She has been assisting and leading parenting classes for PEP since 2006. Paige writes a parenting column in the local Glover Park Gazette and a Parenting/Organizing blog, "Nifty Tips," while also running a Professional Organizing business. When not teaching parenting or helping people and businesses get organized she can be found in the parenting trenches with her two teenage sons.

Paige provided an overview, practical advice, and concrete strategies for *Setting Logical Limits with Tweens* - Tweens are experiencing many changes that make limit setting difficult for parents. Learn how to use problem solving and natural and logical consequences, balance increased freedom with responsibility and deal with challenges to your boundaries.

The meeting was adjourned at 8:02 pm

Updated as of March 31, 2018	2016-7 School Year			2017-18 School Year		
Account	Budget	YTD Actual	Variance Favorable/ (Unfavorable)	Budget	YTD Actual	Variance Favorable/ (Unfavorable)
<b>INCOME</b>						
<b>1. Deal Community Support</b>						
Family Contributions						
<i>Gross Contributions</i>	90,000	93,356	3,356	120,000	101,376	-18,624
<i>Less: Fundraising Expenses</i>	<u>-3,000</u>	<u>-940</u>	<u>2,060</u>	<u>-1,000</u>	<u>-747</u>	<u>253</u>
Net family Contributions	87,000	92,416	5,416	119,000	100,629	-18,371
CFC/Matching Contributions (United Way)	3,000	600	-2,400	3,000	2,950	-50
Grants Income		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>1. Total Deal community Support</b>	<b>90,000</b>	<b>93,016</b>	<b>3,016</b>	<b>122,000</b>	<b>103,579</b>	<b>-18,421</b>
<b>2. Fundraising Income</b>						
Auction/Gala						
<i>Auction/Gala Proceeds</i>	70,000	78,212	8,212	80,000	95,915	15,915
<i>Auction/Gala Event Expenses</i>	<u>-20,000</u>	<u>-30,192</u>	<u>-10,192</u>	<u>-20,000</u>	<u>-27,405</u>	<u>-7,405</u>
Net Auction Proceeds	50,000	48,020	-1,980	60,000	68,510	8,510
Holiday Greens						
<i>Holiday Greens Proceeds</i>	23,000	30,479	7,479	23,000	30,988	7,988
<i>Holiday Greens Expenses</i>	<u>-12,500</u>	<u>-14,881</u>	<u>-2,381</u>	<u>-12,500</u>	<u>-17,840</u>	<u>-5,340</u>
Net Holiday Greens Proceeds	10,500	15,599	5,099	10,500	13,148	2,648
Mulch Sale						
<i>Mulch Sale Proceeds</i>		14,382	14,382	15,000	5,534	-9,466
<i>Mulch Sale Expenses</i>		<u>-7,497</u>	<u>-7,497</u>	<u>-7,500</u>	<u>0</u>	<u>7,500</u>
Net Mulch Proceeds		6,885	6,885	7,500	5,534	-1,966
Sponsorships		50	50	20,000	0	-20,000
Scrip Rebates (Amazon Smile, Giant, Safeway)	1,500	4	-1,496	1,500	540	-960
Booksale (Po & Prose)	1,500		-1,500	1,500	1,623	123
Community Building Donations (BBQ)			0	500	0	-500
Miscellaneous Fundraising		719	719	1,000	14	-986
<b>2. Total Fundraising Income</b>	<b>63,500</b>	<b>71,276</b>	<b>7,776</b>	<b>102,500</b>	<b>89,369</b>	<b>-13,131</b>
<b>3. Other Income</b>						
Deal Spirit Store						
<i>Sprit Store Proceeds</i>		12,944	12,944	5,000	18,536	13,536
<i>(PE Uniforms)</i>		0	0	0	0	0
<i>Spirit Store Expenses</i>		<u>-13,891</u>	<u>-13,891</u>	<u>-5,000</u>	<u>-24,003</u>	<u>-19,003</u>
Net Deal Spirit Store Income		-947	-947	0	-5,467	-5,467
Interest Income		<u>15</u>	<u>15</u>	<u>10</u>	<u>31</u>	<u>21</u>
<b>3. Total Other Income</b>	<b>0</b>	<b>-932</b>	<b>-932</b>	<b>10</b>	<b>-5,436</b>	<b>-5,446</b>
<b>TOTAL NET INCOME</b>	<b>153,500</b>	<b>163,361</b>	<b>9,861</b>	<b>224,510</b>	<b>187,513</b>	<b>-36,997</b>
<b>EXPENSES</b>						
<b>4. School Activities</b>						
Fall Orientation	-1,250	-801	449	-800	-942	-142
6th Grade Team Building	-20,000	-14,552	5,448	-14,250	-2,990	11,260
7th Grade Team Building	-10,000	-2,062	7,938	-5,250	-1,778	3,472
8th Grade Team Building	-10,000	-4,664	5,336	-5,250	-2,662	2,588
8th Grade Promotion	-1,000	-325	675	-1,000	0	1,000
Principal's Fund	0		0	-2,500	-4,983	-2,483
Intl Trip Scholarships						
<i>Int'l Nt. Net &amp; Other Grants</i>	9,000	17,500	8,500	20,000	22,730	2,730
<i>Scholarships</i>	<u>-18,000</u>	<u>-17,840</u>	<u>160</u>	<u>-26,000</u>	<u>-18,490</u>	<u>7,511</u>
Net Intl Trip Scholarships	-9,000	-340	8,660	-6,000	4,241	10,241
Performing Arts						
<i>Perf. Arts Income</i>	20,000	30,486	10,486	25,000	9,124	-15,876
<i>Perf. Arts Expenses</i>	<u>-20,000</u>	<u>-36,157</u>	<u>-16,157</u>	<u>-25,000</u>	<u>-14,431</u>	<u>10,569</u>
Net Performing Arts	0	-5,671	-5,671	0	-5,307	-5,307
Extracurricular&Cultural Activities	-9,000	-5,435	3,565	-27,960	-4,884	23,076
Deal Sports						
<i>Deal Sports Income - Stoddert</i>	0		0	0	22,302	22,302
<i>Deal Sports Expense - Stoddert</i>	<u>-1,000</u>	<u>-7,003</u>	<u>-6,003</u>	<u>0</u>	<u>-23,405</u>	<u>-23,405</u>

3-31-18

Updated as of March 31, 2018	2016-7 School Year			2017-18 School Year		
Account	Budget	YTD Actual	Variance Favorable/ (Unfavorable)	Budget	YTD Actual	Variance Favorable/ (Unfavorable)
Net Deal Sports	-1,000	-7,003	-6,003	0	-1,103	-1,103
Deal Community Building	-4,000	-25,721	-21,721	-3,200	-2,502	698
Community Service - Grant & Deal Gives Back	-5,000	-10,938	-5,938	-6,000	-1,500	4,500
Student/Team Recognition	-2,000	-4,011	-2,011	0	0	0
Buddy Days	-2,500	0	2,500	-6,000	-2,799	3,201
Other School Activities - Model UN	-1,000	-7,440	-6,440	0	144	144
Hospitality	0	0	0	0	0	0
Principal's Auction Project(s)						
<i>Current Year</i>	-23,000	-7,323	15,677	-20,000	0	20,000
<i>Prior Year</i>		-24,297	-24,297	0	0	0
Total Auction Project(s)	-23,000	-31,620	-8,620	-20,000	0	20,000
<b>4. Total School Activities</b>	<b>-98,750</b>	<b>-120,582</b>	<b>(21,832)</b>	<b>-98,210</b>	<b>-27,066</b>	<b>71,144</b>
<b>5. Educational Program</b>						
School Supplies	-10,000	-14,972	-4,972	-8,300	-7,627	673
Library Program	-2,500	-734	1,766	-500	-93	407
Technology/Computer Support	-15,000	-8,467	6,533	0	0	0
Instructional Materials/Media	-15,000	-25,241	-10,241	-41,000	-22,297	18,703
IB Program Support	-6,000	-5,453	547	-5,000	0	5,000
Professional Development	-7,000	-16,543	-9,543	-19,500	-15,748	3,752
Instructional Stipends	-15,000	-3,340	11,660	-18,500	-10,125	8,375
Edline	-4,000	-4,152	-152	0	0	0
<b>5.Total Educational Programs</b>	<b>-74,500</b>	<b>-78,902</b>	<b>(4,402)</b>	<b>-92,800</b>	<b>-55,890</b>	<b>36,910</b>
<b>6. School Administration</b>						
Staff Appreciation	-14,000	-33,238	-19,238	-6,300	-7,596	-1,296
<b>6. Total School Administration</b>	<b>-14,000</b>	<b>-33,238</b>	<b>(19,238)</b>	<b>-6,300</b>	<b>-7,596</b>	<b>(1,296)</b>
<b>7. Facilities Maintenance</b>						
Facilities Maintenance	-3,000	-7,446	-4,446	-2,755	-2,749	6
<b>7.Total Facilities Maintenance</b>	<b>-3,000</b>	<b>-7,446</b>	<b>(4,446)</b>	<b>-2,755</b>	<b>-2,749</b>	<b>6</b>
<b>8. PTA Admin</b>						
Accounting Expense	-3,000	-9,000	(6,000)	-6,000	-3,390	2,610
Deal Directory	-1,000	-433	567	-500	-534	(34)
Website/Communications	-500	-340	160	-500	-275	225
Bank Service Charges	-500	-964	(464)	-500	-28	472
Credit Card Fees	-300	-684	(384)	-1,000	-140	860
Insurance and Fees	-200	-190	10	-200	-300	(100)
Postage and Stamps	-100	-213	(113)	-200	-67	133
Miscellaneous	-1,000	-7,495	(6,495)	-1,000	-609	391
<b>8. Total PTA Admin</b>	<b>-6,600</b>	<b>-19,319</b>	<b>(12,719)</b>	<b>-9,900</b>	<b>-5,343</b>	<b>4,557</b>
<b>TOTAL EXPENSE</b>	<b>-196,850</b>	<b>-259,487</b>	<b>(62,637)</b>	<b>-209,965</b>	<b>-98,645</b>	<b>111,320</b>
<b>NET (INCOME – EXPENSE)</b>	<b>-43,350</b>	<b>-96,126</b>	<b>(52,776)</b>	<b>14,545</b>	<b>88,867</b>	<b>74,322</b>

2016-7 School Year			2017-18 School Year		
Budget	YTD Actual	Variance Favorable/ (Unfavorable)	Budget	YTD Actual	Variance Favorable/ (Unfavorable)
120,532	120,532	-	224,510		-
77,182	24,406	(52,776)	-209,965	88,867	298,832

1 - \$39,825 relates to Principals fund a need

**Alice Deal Community Association Treasurers' Report #3**  
**General ADCA Meeting, 4/17/2018 - 6:30 PM**  
**Deidra Barksdale & Jenny Backus - Co-Treasurers**

**ADCA MID-YEAR FINANCIAL UPDATE FOR APRIL 17, 2018**

*( Our 2017-2018 Budget can be found on right side of the P&L document also posted on this page)*

**OVERALL STATUS REPORT**

Thanks to the very generous support of this community, we are on track to meet our income projections. Our attached P&L reflects funds raised and spent from July 1 2017 - March 31, 2018. We have one quarter remaining in the year. While we didn't raise what we projected for dues and for sponsorships in the early fall (mostly because we raised our goals for both of those categories much higher than we had done in the past), we have done very well with our events like the Gala/Auction, the Greens sale, the Mulch sale and our International Night scholarship drive. We feel good about meeting our goal by the end of the year. This P&L does not reflect the funds we brought in for Community Day, the end of the Mulch sale and the Spring Musical in April.

- Our 2017-2018 projected income is \$224,510
- ***Our income through March 31 is \$187,513***
  
- Our projected spending for 2017-2018 is \$206,965
- ***Our spending through March 31 is \$98,645***
  
- ***Our Net Income through March 31 - \$88,867***

**KEY THEMES/FINDINGS AS OF 4/17/2018**

**2018 DEAL AUCTION/GALA WAS VERY SUCCESSFUL (Thank you Auction Chairs)**

\$95,915 gross profit

\$39,825 dedicated to Ms Neal's fund for technology and reduced class size

**2018 PLANT & MULCH SALE BEAT OUR PROJECTIONS (Thank you Mark Rasevic)**

Plant & Mulch Sale outperformed last year by \$803

We added plants this year and did pretty well. We predict plant sales will increase significantly next year

\$16,123.45 gross profit

\$8,061.73 net profit

**\*\*These numbers will hit in our April P&L**

We made \$1,123 more than we predicted in the budget and had 176 sales

**GREAT START TO OUR FIRST EVER DEAL COMMUNITY DAY (Thank you Ms. Neal)**

\$4,885.49 gross profit

Projected net profit of \$2,442.75

**SPRING MUSICAL (Thank you Alice Deal Drama Parents)**

We have \$11,361 in sales right now

We are hoping to hit \$20,000 by the end of the weekend

## OTHER ADCA PROGRAMS

### The James Albright Fund

We spent \$2,700 in 2018 to pay for travel for travel expenses incurred for trips taken in the spring of 2017. We spent \$14,592 for trips in 2018.

### Donations for Deal Sports - \$36,302

*(Deal receives sponsorship funding from sports leagues. Funds go directly to support Sports Programs /Uniforms/Sports Equipment)*

**\*\*\$14,000** worth of donations came in in April so not reflected in the P&L

### Grant for Deal Chinese Program - \$10,000

Mr. Zhi applied for and received a \$10,000 educational grant from the Confucius Institute to support Deal's Chinese program.

## CURRENT ADCA BANK BALANCES AS OF 4-17-2018

The ADCA has two bank accounts with PNC bank. A checking account where we keep our operating funds and a money market account. In the summer of 2018, we would like to transition our all of our banking to TD Bank because they have lower fees and better services for nonprofits. We have opened a checking/saving account at TD Bank which we have dedicated towards the James Albright World Language Trip Scholarship Fund for now. We thought it was very important to segregate these funds and wall off the money being donated towards these critical scholarships for student travel.

**PNC Checking** - \$112,480.18

**PNC Money Market** - \$33,044.29

\*Money Market balance represents funds raised via Square at International Night & through our Giving Tuesday Campaign for Albright Scholarships, Donations from Stoddert Soccer which is to be used for sports & field maintenance and a \$10,000 grant that Mr. Zhi received for the Chinese program

**TD Bank Money Market** - \$23,067.04

\*This is our James Albright Fund scholarship dollars from 2016/early summer 2017

**TD Bank Checking Account** - \$2,487.00

\*This is the cash donations we received at International Night

## BACKGROUND ON THE ADCA FINANCES TEAM

The Alice Deal Community Association has two Co-Treasurers, Deidra M. Barksdale and Jenny Backus, plus a part-time professional bookkeeper. We work closely with the ADCA Presidents, the Executive Board and Ms. Neal to manage the ADCA's budget and banking needs.

Your generous donations to the ADCA are so very important to our school, our students and our staff. They fund critical programs, help secure supplies not covered by the DCPS budget, pay for licenses for technology and educational materials, support our after-school clubs and teams and so much more.

We take our responsibility to manage the ADCA funds extremely seriously and we want to have a transparent process for our members. To that end, we will post our Treasurers' Report for each General meeting on the website as well as our P&L. Our yearly budget is laid out on the right side of the P&L document if you want to understand what we are spending our funds on.

In addition to our bookkeeper, we use rigorous controls when it comes to collecting cash, checks and donations and reconcile our books monthly. The ADCA is also committed to an external review of our finances each school year. We will post the finding of that review when it is complete in the summer/fall of 2018 at the end of our Fiscal Year..

As you review our budget, P&L, and updated report, please don't hesitate to ping us or call us with questions you might have.. The email for Alice Deal Treasurers is [alicedealtreasurer@gmail.com](mailto:alicedealtreasurer@gmail.com) and we both check that email.

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