

# CRESCENT PARK ELEMENTARY PAC MINUTES



**Date:** September 19, 2023

**Time:** 9:00 – 10:30 am

**Location:** Crescent Park Elementary – Music Room

Item	Discussion	
<b>Call to order</b>	Meeting called to order by Leslie Parker @ 8:56 am	
<b>Land Acknowledgment</b>	Completed by Leslie Parker	
<b>Attendance</b>	<b>Attendees</b>	
	<b>PAC Executives/Supports/Principal</b>	<b>Parents</b>
	Leslie Parker – President Amber Magnus Co-Vice President Kelsey Gares – Co-Vice President Erin Yeager – Treasurer Erica Graves – Co-Secretary Brittany White – Co-Secretary Pinder Tatlay – DPAC Jolene Elder - Principal	Adrian Mollo Jessie Dawson Jackie Hudson Cecily Lawrenson Emma Enunwa Kimberly Severson Virginia Pieeirilli Eden Yan Elizabeth Hudson Kim Baxter Najiba Rahimi Ashi Nadeem Connor Brodie Kasey Currie Jillian Stevens Kai-Ling Ng Jenny Sutcliffe Ally Ulmer Rupinder Kaur Noah Il-Legar Anneke Searcy Christine Il-Legar Jennifer Proctor Dina Osdchaia Carl Isaak

Item	Discussion
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• All parents need to enter the school via the front office and sign in. This will ensure the safety of all students and reduce distractions</li> <li>• Crescent Park PAC Website: will have PAC agendas and meeting minutes               <ul style="list-style-type: none"> <li>○ <a href="http://www.crescentparkpac.com">www.crescentparkpac.com</a></li> </ul> </li> </ul>
<b>Approvals</b>	<p><b>Approval of June 2023 meeting minutes</b></p> <ul style="list-style-type: none"> <li>• Approved by Amber</li> </ul> <p><b>Approval of meeting agenda</b></p> <ul style="list-style-type: none"> <li>• Approved by Erica</li> </ul>
<b>Upcoming Events</b>	<p><b>Meet the teachers BBQ (Sept 28)</b></p> <ul style="list-style-type: none"> <li>• Volunteers needed</li> <li>• Cindy and/or Britt will send out an email with a link to sign up</li> </ul> <p><b>White Hatter (Oct 17)</b></p> <ul style="list-style-type: none"> <li>• 3 sessions via zoom which informs and educates students on internet safety, social media and cyberbullying related topics</li> <li>• Grade 4 and up</li> <li>• Will have separate sessions for each age group</li> </ul> <p><b>Halloween dance (Oct 27)</b></p> <ul style="list-style-type: none"> <li>• Not approved by staff, likely will be a movie and/or Bingo night</li> <li>• <b>Lindsay Harmer</b> – Volunteer Lead (Leslie to confirm)</li> </ul>
<b>Principals report</b>	<p><b><u>PAC September 2023</u></b></p> <p><b><u>Principal's Report</u></b></p> <p><b>1. STAFFING</b></p> <ol style="list-style-type: none"> <li>a. We currently have a total of 45 staff, including support staff, supervisory aides, etc.       <ol style="list-style-type: none"> <li>i. Teachers = 25</li> <li>ii. IESWs = 9</li> <li>iii. Office/other support staff = 10</li> <li>iv. Admin = 1</li> </ol> </li> <li>b. New to our school this year:       <ol style="list-style-type: none"> <li>i. Sylvia Godwin – grade 2/3</li> <li>ii. Kerri Redding – LST</li> <li>iii. Teresa Jenkins – IST</li> <li>iv. Karen Pearson – Counsellor</li> <li>v. Rosie Miller – Music</li> <li>vi. Brynn Hendrix – Intermediate Prep</li> <li>vii. Anissa Rimer Ly – Office Clerk</li> </ol> </li> <li>c. 15 divisions       <ol style="list-style-type: none"> <li>i. 7 – Lana Fransen</li> <li>ii. 6/7 – Scott McIndoe</li> <li>iii. 6/7 FRIM – Shikara Graff</li> <li>iv. 6 – Sweta Choudhary</li> <li>v. 5 – Leanne Jamieson</li> </ol> </li> </ol>

**Item****Discussion**

- vi. 4/5 – Lori McClure
- vii. 4/5 – Kiera Wladichuk
- viii. 3/4 – Wendi Spoor
- ix. 3/4 – Val Dhanani
- x. 2/3 – Sylvia Godwin
- xi. 2 – Mary-Lou Svab / Lindsay Vanstone
- xii. 1/2 – Lindsay Dean
- xiii. 1 – Heidi Jack
- xiv. K – Jacqueline Price / Lindsay Vanstone
- xv. K – Sarah Friesen

**2. SPECIAL EVENTS**

- a. Cops 4 Cancer – Sept 21
- b. Individual Photo Day – Sept 21
- c. Terry Fox Run – Sept 22
- d. Pro-D Day – Sept 25<sup>th</sup>
- e. Meet the Teacher Night (BBQ) – Sept 28 (5:00-6:00)
- f. Orange Shirt Day – Sept 29

**3. VISITORS**

- a. Reminder that all visitors (even before or after school) should be checking in at the office. Visitors should not be coming through any of the outside doors to enter the school, unless escorted by a staff member (ie – noisy reading in the primary wing)

**4. FINANCES**

- a. Thank you for already approving classroom funds
  - i. Is this just for classrooms? Or also for other supporting “classes”?
    - 1. LST
    - 2. IST
    - 3. Library
    - 4. Music
    - 5. Intermediate Prep
    - 6. Counsellor/CCW
- b. Are we able to book:
  - i. Dance Week (Jan) - \$2497
  - ii. In-line Skating (May) - \$5625
  - iii. Dufflebag Theatre (Apr) - \$1075
  - iv. Music/dance presentation (no month set) – Approx. \$1075
- c. We are going to be asking families to drop off any refundable recycling they may have throughout the year at the return-it-depot.
  - i. Deposits can be made under the phone number 604-535-1391

**5. COMMUNICATION**

- a. The school will send out monthly newsletters (last school day of the month)
- b. Periodic emails for special events or important reminders

Item	Discussion
Treasury report	<p><b>*June, July and August reports attached</b></p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Currently sitting with approximately 80K in PAC Accounts</li> <li>• Up 10K from last year</li> </ul>
DPAC Report	<p><b>NA</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Volunteer</b> – Pinder Tatlay</li> <li>• Inquiry regarding - alcohol use at PAC events held off school grounds</li> </ul>
Fundraisers	<p><b>Bottle Depot</b></p> <ul style="list-style-type: none"> <li>• Give them the CP number (604) 535-9101 and proceeds will go to the school</li> </ul> <p><b>Cobs Breads</b></p> <ul style="list-style-type: none"> <li>• When making an order provide them with the name crescent park and partial proceeds go towards the school</li> </ul> <p><b>Hot Lunch</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Volunteer</b> - Brittany White new lead volunteer</li> <li>• Thank you, Connor Brodie, for your commitment to the program over the years 😊</li> <li>• Transition to Munch a Lunch system</li> <li>• Greater variety of gluten free, dairy free and vegetarian options</li> <li>• Deadline to enroll September 22</li> <li>• Discussion about logistics for financially supporting families deserving assistance to access the program</li> </ul> <p><b>Spring Fling – TBD</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Volunteers</b> – Connor Brodie, Kasey Currie, Ally Ulmer</li> <li>• Discussion about feasibility of hosting school related events which serve alcohol</li> <li>• Jolene Elder wants to ensure safety and follow protocols from Surrey School Board</li> </ul>
Old Business	<p><b>Spirit wear</b></p> <ul style="list-style-type: none"> <li>• <b>Learn Volunteer</b> – Anneke Searcy</li> <li>• Final design to be presented to the teachers</li> <li>• MVP was presented as a company to produce our spirit wear</li> <li>• Discussion about spirit wear for our kindergarten class (we currently have about 300 cinch bags with the CP logo) these have been distributed to our Kindergarteners</li> </ul> <p><b>House colour shirts</b></p> <ul style="list-style-type: none"> <li>• 4 House colors across every classroom</li> <li>• Students are encouraged to wear their house colors and/or spirit wear on Spirit Days</li> <li>• Parents voiced concerns about “Multiples” day. Requested to remove from spirit day rotation</li> </ul> <p><b>Emergency preparedness/earthquake kits</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Volunteer</b> – Adrian Mollo</li> <li>• Working on completion for extra supplies</li> </ul> <p><b>Turf refurbishment</b></p> <ul style="list-style-type: none"> <li>• <b>Initiative lead</b> – Amber Magnus</li> <li>• Getting quotes from various vendors</li> <li>• Lead into discussion about accessibility and playground safety</li> </ul>

Item	Discussion
	<ul style="list-style-type: none"> <li>• Various serious concerns brought up by parents of differently abled children not being able to access playground equipment and having limited accessibility around the school. Jolene/PAC will continue work towards creating a more inclusive space.</li> </ul> <p><b>Money handling process</b></p> <ul style="list-style-type: none"> <li>• Please keep all money at the school and Erin has requested to use a float so all funds raised are accounted for</li> <li>• Discussion about short term investment of PAC funds- Erin to discuss with TD to explore our options</li> <li>• PAC credit card discussed- mostly likely we would not be able to do obtain this as an option as our transaction require a 2 signature withdrawal. Concerns were raised about PAC members having to use their personal funds and then submit receipts to be reimbursed</li> </ul> <p><b>Teacher’s wish list</b></p> <ul style="list-style-type: none"> <li>• Discussed increasing yearly allotment from \$250→\$500 per teacher</li> </ul> <p><b>Santa Breakfast</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Volunteer</b> - Connor Brodie (would like to pass on her knowledge to the next parents, Amber Magnus showed interest in doing this event)</li> <li>• We have a conflict with the date as hot lunch is the same day. Proposed to switch the Santa breakfast date to Dec 15. Jolene has been emailed re: same</li> </ul>
<b>New Business</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Creating committees discussed such as Spring Fling, grounds and gardens, safety, Diversity and inclusion, communication to name a few (more to come on this)</li> <li>• Discussion about streamlining PAC communication was had. Christine Li-Leger and Anneke Searcy have volunteered to support this initiative.</li> <li>• Discussion about the PAC newsletter and frequency and content were discussed. Use of social media to communicate was discussed (Instagram)</li> </ul> <p><b>Executive positions for 2024/2025</b></p> <ul style="list-style-type: none"> <li>• The president, vice-president, treasurer and secretary roles will all be vacant next school</li> <li>• A general call out to the PAC to volunteer for these roles was made. Showing an interest in these roles now will result in the opportunity to mentor the next people into these positions</li> <li>• Past president, Pinder Tatlay Sidhu resigned from the role of “past president”</li> </ul>
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 10:40am</li> <li>• Next meeting October 18, 2023 at 9:00 pam via Crescent Park Elementary library <ul style="list-style-type: none"> <li>○ <b><i>This meeting will be the PAC’s annual budgeting meeting. Request have been made to have the budget meeting as an in-person meeting</i></b></li> </ul> </li> </ul>



# FINANCIAL DASHBOARD

June 2023

**Date**  
 Sep 2022 - Jun 2023 MONTHS ▾  
 2023  
 FEB MAR APR MAY JUN JUL AUG SEP OCT  
 ◀ ▶

INCOME STATEMENT - YTD		
	Actual	Budget
<b>Income</b>	<b>\$151,196</b>	
Art Cards Program	\$871	\$2,400
BINGO Concession Sales	\$723	
BINGO Ticket Sales	\$429	
Bottle Drive Fundraiser	\$173	
Donations		\$1,500
Floral Program		\$850
Fun Fair	\$3,156	\$10,000
Gaming Grant	\$7,000	\$7,000
Grade 7 Grad Sales - Sundries	\$5,521	
Hot Lunch Program	\$90,900	\$60,000
Hot Lunch Program - Sundries	\$5,116	
Neufeld Farm Program	\$14,093	\$12,000
Other Income	\$2,646	
Purdy's Program	\$2,697	\$1,200
Spirit Wear		\$2,700
Spring Dance		\$15,000
Spring Fling	\$17,870	
<b>Expenses</b>	<b>\$141,207</b>	
Administration	\$193	\$600
BINGO Concession Expenses	\$420	
BINGO Ticket Expenses	\$140	
Computers & Tech	\$10,000	
Fieldtrip Fund	\$5,100	\$5,100
Fun Fair Fund	\$7,569	\$10,000
Garden Maintenance		\$500
General School Improvement	\$699	
Gift Account - Leaving Teachers		\$200
Grade 7 Grad Donation - PAC Contribution		\$1,500
Grade 7 Grad Expenses	\$8,107	
Grade 7 Grad Sundries	\$1,999	
Hospitality	\$3,233	\$3,500
Hot Lunch	\$72,689	\$45,000
Library		\$300
Movie Night Fund		\$1,000
Neufeld Farm	\$11,298	\$9,550
Santa Breakfast Fund	\$1,556	\$2,000
Scholarships	\$1,500	\$1,500
School Musical Fund	\$5,000	\$5,000
Spirit Wear Fund		\$2,500
Sports Day Snack	\$92	\$400
Sports Equipment	\$2,250	
Spring Dance Fund		\$7,000
Spring Fling Expenses	\$4,112	
Student Education Programs		\$3,500
Teachers Fund	\$5,250	\$5,250
Winter Dance Fund		\$2,000
<b>Net Income</b>	<b>\$9,989</b>	

**Fiscal**  
 2021/2022  
 2022/2023  
 Variance (%)  
 59.8%

**Fiscal**  
 2021/2022  
 2022/2023

## FINANCIAL COMMENTS

SCHOOL ENROLLMENT STATS			
Div 1	24	Div 9	21
Div 2	28	Div 10	20
Div 3	25	Div 11	20
Div 4	15	Div 12	21
Div 5	28	Div 13	21
Div 6	28	Div 14	19
Div 7	25	Div 15	18
Div 8	27		
Kindie	30	Grade 4	42
Grade 1	39	Grade 5	38
Grade 2	30	Grade 6	59
Grade 3	41	Grade 7	61
<b>Total Student Enrollment</b>	<b>340</b>		

**Date**  
 Jun 2023 MONTHS ▾  
 2023  
 JAN FEB MAR APR MAY JUN JUL AUG  
 ◀ ▶

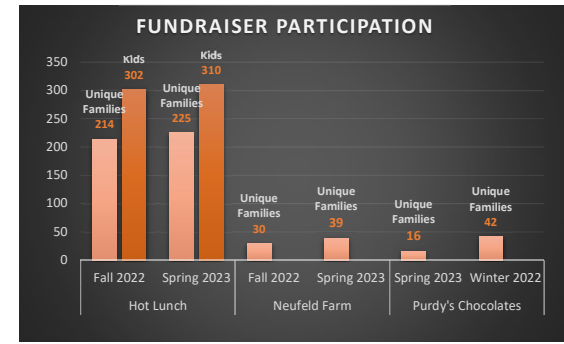
INCOME STATEMENT - BY MONTH	
	Actual
<b>Income</b>	<b>\$7,446</b>
Hot Lunch Program	\$869
Neufeld Farm Program	\$131
Fun Fair	\$3,156
Art Cards Program	\$871
Grade 7 Grad Sales - Sundries	\$1,620
Hot Lunch Program - Sundries	\$799
<b>Expenses</b>	<b>\$21,716</b>
Administration	\$42
Hospitality	\$805
Hot Lunch	\$8,377
Sports Day Snack	\$92
Fun Fair Fund	\$7,569
Grade 7 Grad Sundries	\$445
Spring Fling Expenses	\$96
Grade 7 Grad Expenses	\$4,289
<b>Net Income</b>	<b>-\$14,269</b>

**Fiscal**  
 2022/2023  
**Month**  
 June

BANK BALANCES	
	<b>Balance</b>
PAC Gaming	\$956
PAC Operating	\$89,553
<b>Total Cash</b>	<b>\$90,509</b>

**Fiscal**  
 2022/2023  
**Month**  
 May  
 June

BALANCE SHEET	
<b>Assets</b>	<b>\$90,509</b>
Cash in Gaming Account	\$956
Cash in Operating Account	\$89,553
<b>Liabilities &amp; Equity</b>	<b>\$90,509</b>
Accounts Payable - Vendors	\$10,411
Retained Earnings (Previous Year)	\$70,109
Current Earnings (YTD)	\$9,989



**Program**  
 Hot Lunch  
 Neufeld Farm  
 Purdy's Chocolates

**Term**  
 Fall 2022  
 Spring 2023  
 Winter 2022



# FINANCIAL DASHBOARD

July 2023

**Date**  
 Sep 2022 - Jul 2023 MONTHS ▾  
 2023  
 FEB MAR APR MAY JUN JUL AUG SEP OCT  
 ◀ ▶

INCOME STATEMENT - YTD		
	Actual	Budget
<b>Income</b>	<b>\$151,196</b>	
Art Cards Program	\$871	\$2,400
BINGO Concession Sales	\$723	
BINGO Ticket Sales	\$429	
Bottle Drive Fundraiser	\$173	
Donations		\$1,500
Floral Program		\$850
Fun Fair	\$3,156	\$10,000
Gaming Grant	\$7,000	\$7,000
Grade 7 Grad Sales - Sundries	\$5,521	
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Hot Lunch Program - Sundries	\$5,116	
Neufeld Farm Program	\$14,093	\$12,000
Other Income	\$2,646	
Purdy's Program	\$2,697	\$1,200
Spirit Wear		\$2,700
Spring Dance		\$15,000
Spring Fling	\$17,870	
<b>Expenses</b>	<b>\$141,209</b>	
Administration	\$195	\$600
BINGO Concession Expenses	\$420	
BINGO Ticket Expenses	\$140	
Computers & Tech	\$10,000	
Fieldtrip Fund	\$5,100	\$5,100
Fun Fair Fund	\$7,569	\$10,000
Garden Maintenance		\$500
General School Improvement	\$699	
Gift Account - Leaving Teachers		\$200
Grade 7 Grad Donation - PAC Contribution		\$1,500
Grade 7 Grad Expenses	\$8,107	
Grade 7 Grad Sundries	\$1,999	
Hospitality	\$3,233	\$3,500
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Spirit Wear Fund		\$2,500
Sports Day Snack	\$92	\$400
Sports Equipment	\$2,250	
Spring Dance Fund		\$7,000
Spring Fling Expenses	\$4,112	
Student Education Programs		\$3,500
Teachers Fund	\$5,250	\$5,250
Winter Dance Fund		\$2,000
<b>Net Income</b>	<b>\$9,987</b>	

**Fiscal**  
 2021/2022  
 2022/2023  
 Variance (%)  
 59.8%

**Fiscal**  
 2021/2022  
 2022/2023

## FINANCIAL COMMENTS

SCHOOL ENROLLMENT STATS			
Div 1	24	Div 9	21
Div 2	28	Div 10	20
Div 3	25	Div 11	20
Div 4	15	Div 12	21
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<b>Kindie</b>	<b>30</b>	<b>Grade 4</b>	<b>42</b>
<b>Grade 1</b>	<b>39</b>	<b>Grade 5</b>	<b>38</b>
<b>Grade 2</b>	<b>30</b>	<b>Grade 6</b>	<b>59</b>
<b>Grade 3</b>	<b>41</b>	<b>Grade 7</b>	<b>61</b>
<b>Total Student Enrollment</b>	<b>340</b>		

**Date**  
 Jul 2023 MONTHS ▾  
 2023  
 JAN FEB MAR APR MAY JUN JUL AUG  
 ◀ ▶

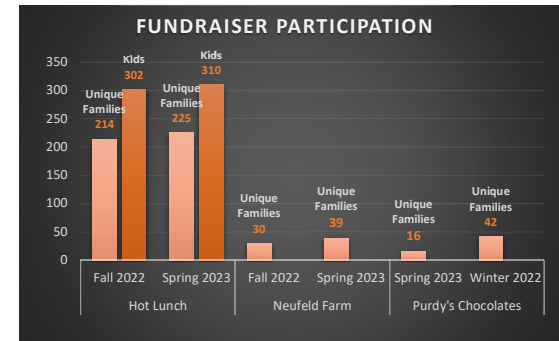
INCOME STATEMENT - BY MONTH	
	Actual
<b>Expenses</b>	<b>\$2</b>
Administration	\$2
<b>Net Income</b>	<b>-\$2</b>

**Fiscal**  
 2022/2023  
**Month**  
 July  
 District

BANK BALANCES	
	Balance
PAC Gaming	\$1,004
PAC Operating	\$80,197
<b>Total Cash</b>	<b>\$81,202</b>

**Fiscal**  
 2022/2023  
**Month**  
 June  
 July

BALANCE SHEET	
<b>Assets</b>	<b>\$81,202</b>
Cash in Gaming Account	\$1,004
Cash in Operating Account	\$80,197
<b>Liabilities &amp; Equity</b>	<b>\$81,202</b>
Accounts Payable - Vendors	\$1,106
Retained Earnings (Previous Year)	\$70,109
Current Earnings (YTD)	\$9,987



**Program**  
 Hot Lunch  
 Neufeld Farm  
 Purdy's Chocolates

**Term**  
 Fall 2022  
 Spring 2023  
 Winter 2022



# FINANCIAL DASHBOARD

August 2023

**Date**  
 Sep 2022 - Aug 2023 MONTHS ▾  
 2023  
 FEB MAR APR MAY JUN JUL AUG SEP OCT  
 ◀ ▶

INCOME STATEMENT - YTD		
	Actual	Budget
<b>Income</b>	<b>\$151,196</b>	
Art Cards Program	\$871	\$2,400
BINGO Concession Sales	\$723	
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Purdy's Program	\$2,697	\$1,200
Spirit Wear		\$2,700
Spring Dance		\$15,000
Spring Fling	\$17,870	
<b>Expenses</b>	<b>\$141,211</b>	
Administration	\$197	\$600
BINGO Concession Expenses	\$420	
BINGO Ticket Expenses	\$140	
Computers & Tech	\$10,000	
Fieldtrip Fund	\$5,100	\$5,100
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Garden Maintenance		\$500
General School Improvement	\$699	
Gift Account - Leaving Teachers		\$200
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Spirit Wear Fund		\$2,500
Sports Day Snack	\$92	\$400
Sports Equipment	\$2,250	
Spring Dance Fund		\$7,000
Spring Fling Expenses	\$4,112	
Student Education Programs		\$3,500
Teachers Fund	\$5,250	\$5,250
Winter Dance Fund		\$2,000
<b>Net Income</b>	<b>\$9,985</b>	

**Fiscal**  
 2021/2022  
 2022/2023  
 Variance (%)  
 59.8%

**Fiscal**  
 2021/2022  
 2022/2023

## FINANCIAL COMMENTS

SCHOOL ENROLLMENT STATS			
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<b>Grade 2</b>	<b>30</b>	<b>Grade 6</b>	<b>59</b>
<b>Grade 3</b>	<b>41</b>	<b>Grade 7</b>	<b>61</b>
<b>Total Student Enrollment</b>	<b>340</b>		

**Date**  
 Aug 2023 MONTHS ▾  
 2023  
 MAR APR MAY JUN JUL AUG SEP OCT  
 ◀ ▶

INCOME STATEMENT - BY MONTH	
	Actual
<b>Expenses</b>	<b>\$2</b>
Administration	\$2
<b>Net Income</b>	<b>-\$2</b>

**Fiscal**  
 2022/2023

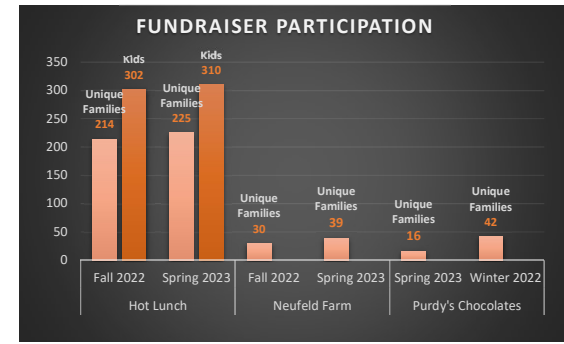
**Month**  
 August  
 September

BANK BALANCES	
	Balance
PAC Gaming	\$44
PAC Operating	\$80,197
<b>Total Cash</b>	<b>\$80,242</b>

**Fiscal**  
 2022/2023

**Month**  
 July  
 August

BALANCE SHEET	
<b>Assets</b>	<b>\$80,242</b>
Cash in Gaming Account	\$44
Cash in Operating Account	\$80,197
<b>Liabilities &amp; Equity</b>	<b>\$80,242</b>
Accounts Payable - Vendors	\$148
Retained Earnings (Previous Year)	\$70,109
Current Earnings (YTD)	\$9,985



**Program**  
 Hot Lunch  
 Neufeld Farm  
 Purdy's Chocolates

**Term**  
 Fall 2022  
 Spring 2023  
 Winter 2022