

Pana Community School District #8

Pana Educational Foundation Committee Minutes
Monthly Meeting

Date: March 9, 2022

Time: 7:00AM

Location: Pana School District Office

Call to Order By: Becky Carter-Beeson

Roll Call: Members present for meeting were Mike Cothorn, Eric Kingery, Josh Ishmael, and Al Stupek. Mark Beyers joined meeting at 7:10AM.

Members Absent: Sarah Burris

Superintendent Present: Superintendent Jason Bauer was present.

Visitors: None

Early Departure: Eric Kingery left the meeting at 7:30AM.

Approval of Minutes:

Carter-Beeson made a motion to approve the minutes from the PEF February 16, 2022, meeting, seconded by Cothorn All Yes.

Treasurer's Report

1. Refer to attached Interoffice Memorandum Treasure's Report.
 - a. Carter-Beeson made a motion to approve the Treasurer's Report, seconded by Kingery. All Yes.

Old Business

Committee Reports:

1. Scholarship —

- a. Nothing to Report.

2. Courtyard Committee-

- a. Nothing to report

3. Mini-Grant —

- a. Becky Carter-Beeson reported that the picture of the PEF presenting our annual check on February 15, 2022, to the school district was on the front page of the Taylorville Paper and on the inside of the Pana News.

4. Publicity —

- a. Becky reports that the PEF annual Newsletter is ready to go out.
 - i. Due to cost and perceived lack of exposure, the Newsletter will not be published in the newspaper.
 - ii. The Newsletter will be on the School District's website, Facebook, and Twitter feed and on the PEF's website and

Facebook.

iii. Scoring for Education needs to be scheduled.

b. Jason Bauer will look into scheduling a business showcase after a 2-year hiatus due to COVID-19.

c. Becky presented an example of the license plate we'll be purchasing.

i. Ishmael made a motion to accept the license plate designed and seconded by Burris. All Yes

5. Social Media-

a. No further discussion other than above.

New Business:

1. Tickets were handed out for the PEF Drive Through Dinner scheduled for April 20, 2022.

a. Held at High School circle drive from 4:00PM to 6:00PM.

b. Late arriving bill for \$72.00 for drive through ticket printing to Rose City Printing was approved. Carter-Beeson made a motion to pay the bill, seconded by Ishmael. All Yes.

2. Annual Spring Business Showcase is set for May 6, 2022.

3. Cothorn, presented a finalized budget for calendar year 2022.

a. The Budget will be supplied on a semi-annual basis.

b. Motion to approve the budget was made by Stupek and seconded by Ishmael. All Yes.

i. Refer to pages at the end of these minutes.

4. License Plate Fundraiser sales have been started.

a. We have presold 49 of the 200 license plates that are being printed.

i. Vanity plates sales are now closed.

1. Random plates will now only be sold.

ii. We need to sell 60 more plates to make as much as our normal fundraisers.

iii. Josh Ishmael will pick up license plates in Springfield when they are ready.

iv. Plates can be displayed on vehicles for 60 days tentatively set for October 15 through December 15.

v. Becky Carter-Beeson expressed her appreciation for Amanda Skinner's help with this project.

Next PEF Meeting is set for 7:00 AM, Wednesday, April 20, 2022, at the Pana CUSD#8 main office.

Motion to adjourn was made by Ishmael seconded by Stupek. All Yes.

Meeting adjourned 7:40 AM.

INTEROFFICE MEMORANDUM

TO: PANA EDUCATION FOUNDATION
FROM: MIKE COTHERN
SUBJECT: TREASURERS REPORT
DATE: 3/1/22

Statement Balance 2/1/22 to 2/28/22 : \$72,385.84 change of **(13,570.93)** from year prior

CD Account Balances as of 2/1/22 to 2/28/22: \$158,833.13. (Principal Balance. Includes beneficiary CD)

Deposits From 2/1/22 to 2/28/22: (General Account)

1. 2/24/22: \$2,575.00 (10 business sponsorships \$2,500.00)
2. 2/28/22: \$2.73 (Interest)

Checks Cleared From 2/1/22 to 2/28/22: (General Account)

1. CHK 1463 Haley Klein- \$250.00 PEF Scholarship
2. CHK 1464 Morgyn Kircher - \$250.00 PEF Scholarship
3. CHK 1470 Boone Elledge- \$250.00 PEF Scholarship
4. CHK 1471 Addie Deere- \$500.00 Kramer Scholarship
5. CHK 1472 Trexler CPA- \$300.00 Form 990

Outstanding Checks as of 2/28/22:

1. CHK 1460 \$250.00 to Jessie Gruber for PEF Scholarship
2. CHK 1461 \$500.00 to Jessie Gruber for Schramm Scholarship
3. CHK 1465 \$15.00 to IL Charity Bureau Fund
4. CHK 1473 \$10.00 Secretary of State

******Outstanding Check Total = \$775.00******

Bills for Approval

Future Bills

1. March: Annual Newsletter (Estimated @ \$500)

Action Items:

1. Approval of the Treasurer's Report

Information Only

Active Scholarships

1. **PEF Scholarship** (See PEF Scholarship Sheet) (\$4,000 annual contribution)
 - a. Active Scholarships @ \$250.00 each semester. Paid January and June/July
 - b. Munzenmaier Scholarship (AKA 2nd PEF Scholarship)
 - c. 2 CDs opened 1/23/2013 (\$40,000 & \$25,000)
2. **Broverman Scholarship (\$5,000 per year scholarship. Funds held in CD 629)**
 - a. Last payment of \$5,000 January 2022 to Kate Townsend
3. **Schramm Scholarship (Funds held in line item in general fund)**
 - a. \$500.00 Scholarship paid in January
4. **Dudra Scholarship (Funds held in line item in general fund)**
 - a. \$500.00 Scholarship paid in January
5. **Mihon Scholarship (Funds held in CD)**
 - a. \$500.00 Scholarship paid at HS Graduation
6. **Kramer (Funds sent to PEF annually)**
 - a. \$500.00 Scholarship paid in January

Mini-grants & 1:1 Program

1. 2021 commitments will be paid June/July 2022
 - a. Mini grants approved \$7,126.85
 - b. Chromebooks-Will not fund until 2023-2024 school year (District to pay)

2021 Income/Expense

Expense	Income	Net Profit/(Loss)
(56,876.22)	38,325.41	(18,550.81)

2021 Income Details

1. Spring 2021 Fundraiser sold 750 meals
 - a. Gross \$7,712.00 (NET 3,546.75)
2. Fall 2021 Fundraiser sold 726 per invoice
 - a. Gross \$6,690.00 (NET \$3,267.00)
3. Scoring for Education- \$4,474.00
4. Business Sponsorships - \$6,250.00
5. Other Donations- 13,165.00

Certificate of Deposits

1. 8 Total CD accounts (includes beneficiary CD)
2. Next CD for renewal is 12/26/22

Daily Ledger

2022						
CHK #	Date Written	Date Cleared	Transaction Description	Payment/Withdrawal	Deposit/Credit	Balance
					BALANCE FORWARD	67,374.17
1460	1/19/2022		Jessie Gruber (PEF Scholarship)	(250.00)		67,124.17
1461	1/19/2022		Jessie Gruber (C. Schramm Sholarship)	(500.00)		66,624.17
1462			VOID	0.00		66,624.17
1463	1/19/2022	2/9/2022	Haley Klein (PEF Scholarship)	(250.00)		66,374.17
1464	1/19/2022	2/9/2022	Morgyn Kircher (PEF Scholarship)	(250.00)		66,124.17
1465	1/19/2022		IL Charity Bureau Fund	(15.00)		66,109.17
		1/21/2022	Deposit		1,981.00	68,090.17
		1/21/2022	Deposit		3,000.00	71,090.17
		1/24/2022	Deposit (Transfer from Broverman CD)		5,000.00	76,090.17
1466	1/26/2022	1/31/2022	Lily Anderson (PEF Scholarship)	(250.00)		75,840.17
1467	1/26/2022	1/26/2022	Kate Townsend (Broverman Scholarship)	(5,000.00)		70,840.17
1468	1/26/2022	1/26/2022	Kate Townsend (Dudra Scholarship)	(500.00)		70,340.17
1469	1/27/2022	1/27/2022	Emily Kiser (PEF Scholarship)	(250.00)		70,090.17
1470	1/27/2022	2/23/2022	Boone Elledge (PEF Scholarship)	(250.00)		69,840.17
		1/31/2022	Deposit (Interest)		2.94	69,843.11
1471	2/8/2022	2/22/2022	Addie Deere (Kramer Scholarship)	(500.00)		69,343.11
1472	2/16/2022	2/23/2022	Trexler & Company (Inv 26355)	(300.00)		69,043.11
1473	2/16/2022		Secretary of State	(10.00)		69,033.11
		2/24/2022	Deposit		2,575.00	71,608.11
		2/28/2022	Deposit (Interest)		2.73	71,610.84

Pana Education Foundation
Income and Expense Statement & Budget
Calendar Year 2021 & Budget 2022

	2021 Actual	2022 Budget	2022 Actual
Income			
Spring Meal Fundraiser	7,712.00	7,000.00	
Fall Meal Fundraiser	6,690.00	6,500.00	
Scoring For Education	4,474.00	4,200.00	
Business Sponsorships	6,250.00	6,250.00	
Regular Donations	13,165.00	12,500.00	
Interest Income	34.41	30.00	
Total	38,325.41	36,480.00	
<i>Other Income from CDs</i>			
Broverman	5,000.00	5,000.00	
Mihon	500.00	500.00	
GRAND TOTAL	43,825.41	41,980.00	
Expense			
Fundraiser Meal Purchases	7,946.25	7,479.00	
American Education Week	420.00	450.00	
Wall of Fame Food	175.40	175.00	
WOF Plaques	328.00	350.00	
PEF Scholarship Distributions	3,250.00	4,000.00	
Dudra Scholarship Distribution	500.00	500.00	
Schramm Scholarship Distribution	500.00	500.00	
Kramer Sholarship Distribution	500.00	500.00	
Postage	377.96	200.00	
Mini Grants	14,108.69	8,000.00	
1:1 Chromebooks	22,550.00	12,500.00	
Special School Projects	5,199.80	0.00	
Technology Showcase	0.00	250.00	
Tax Prep	0.00	300.00	
Pana News Group	467.17	480.00	
Rose City Printing	396.48	400.00	
IL Charity Bureau Fund	15.00	15.00	
Secretary of State	10.00	10.00	
Check Orders	61.47	40.00	
Misc Exp	70.00	100.00	
Total	(56,876.22)	(36,249.00)	
<i>Other Expenses Funded from CD Accounts</i>			
Broverman Scholarship Distribution	5,000.00	5,000.00	
Mihon Scholarship Distribution	500.00	500.00	
GRAND TOTAL	(62,376.22)	(41,749.00)	

NET Profit/(Loss)	(18,550.81)	231.00	

Comments

Items marked in GREEN will not be paid 2022
 2021 Mini grants, 1:1 chromebooks, & postage were for 2 years worth of expenses to district.