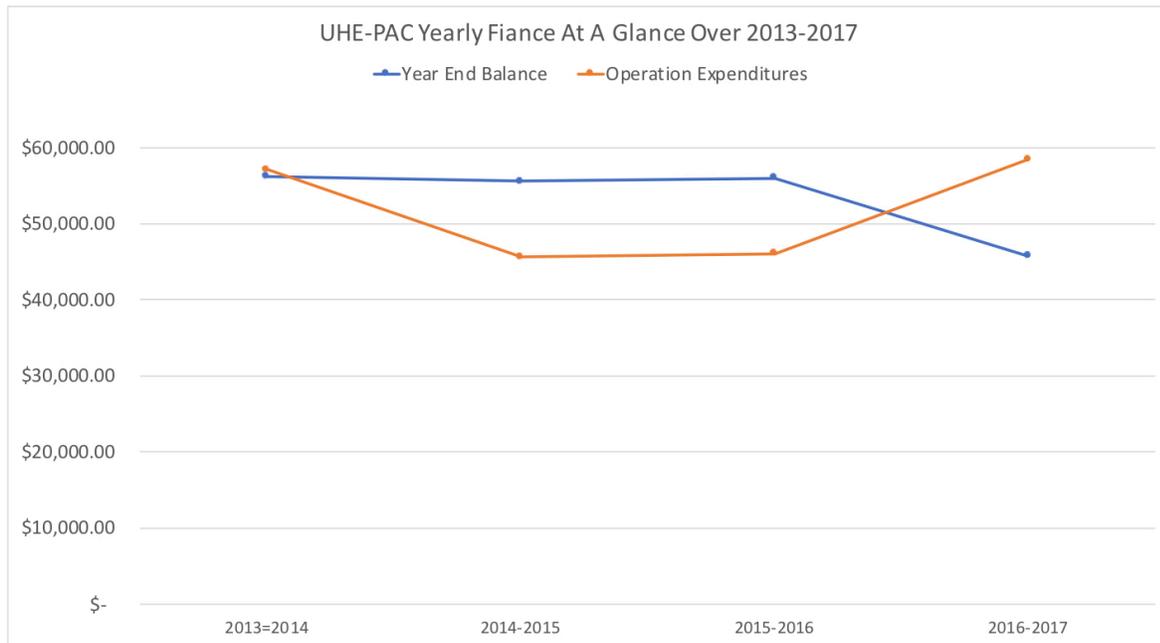


UHE-PAC Finance Note  
Prepared by the Finance Committee  
January 25, 2018

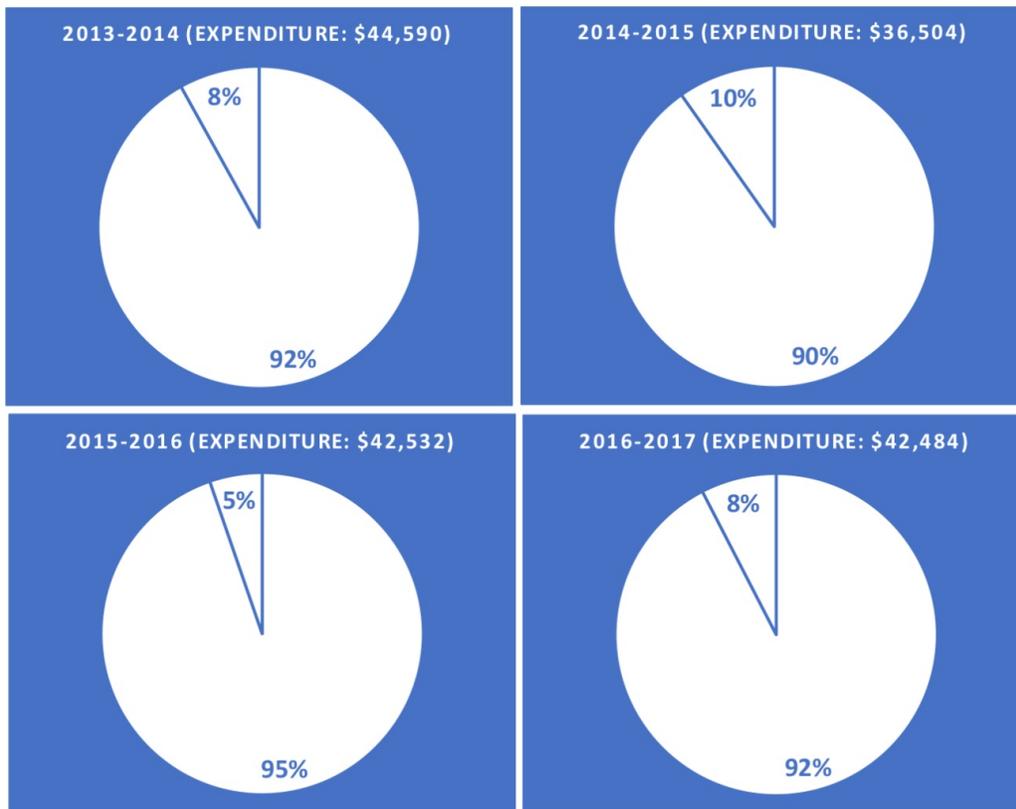
Though fund raising to support UHE programs and activities is just one of the many objectives PAC aims to achieve, from looking at past financial reports over the years, PAC at UHE has devoted quite significant energy in supporting UHE financially. We thank all our parents and the volunteers who helped to make this possible. This Finance Note is intended to summarize what has occurred in the past four school years (between 2013-2017) and use this historical information to explain why PAC@UHE seems to have funds but still continue raising funds.



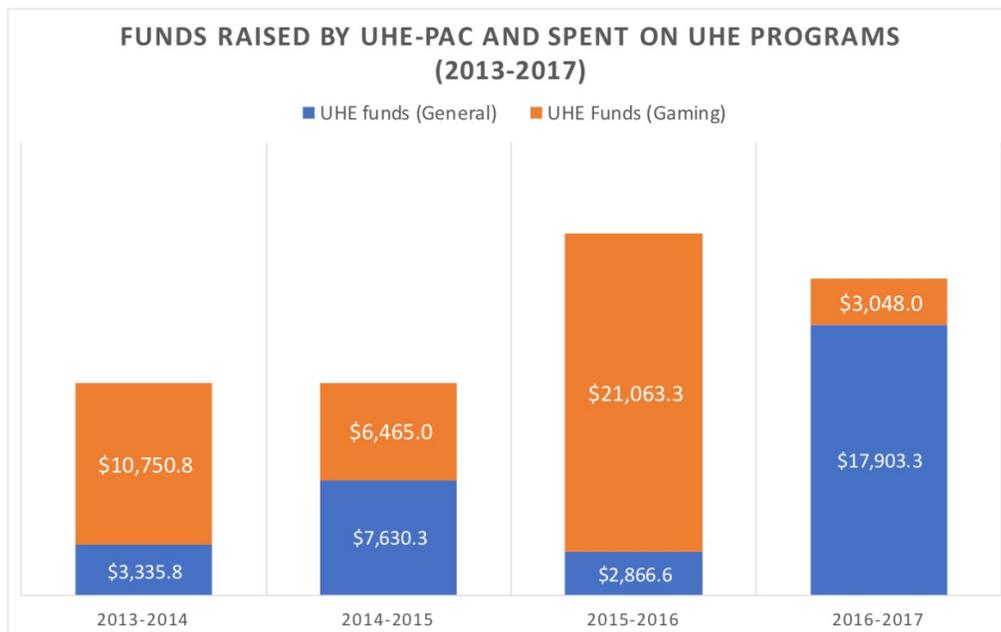
Each year, the year-end balance and the expenditure sum either nearly the same, with \$10,000 under spent, or overspent by more than \$10,000 in 2016-2017 school year. Setting the annual PAC budget is bounded by knowing: (1) what has been requested, allocated, given previously by/from UHE—the designated school operative amount, (2) basic expenditures of PAC such as bank fee, DPAC membership, etc., and (3) PAC and UHE fund generators—Grocery Cards and direct appeal.

The second item mentioned above is basic operative funds that PAC needs. Looking at the financial reports in the past four years item-by-item, we found that the basic operative funds mostly can be covered by earning from our Grocery Cards program—our PAC Secretary purchased large sum of grocery cards for UHE parents and then participating grocery stores gave us the 5-10 percentage of grocery card sum. If you look at the second figure below, depending on the years, the amount of earning we received from this labor-intensive program is not astronomical. But it is sufficient to help PAC pay bills. However, in order to run this program, we need approximately \$20,000 to 25,000 per semester in our general fund to pre-

purchase the cards at the beginning of each school year, before collecting money from parents for the grocery cards (i.e., PAC buys the cards in advance, and parents reimburse PAC for the cards).



Let's look at the third figure:



Over the years, there were always balance accumulated from previous years to allow us cover general expenditure and support curricular activities at UHE. Typically, our PAC Treasure applies for Gaming Funds, which have a specific mandate to support extracurricular activities, to add to our possible source to support school program/activity. From the third Figure above, you can see that UHE Programs' funds came from both PAC's General account and this Gaming account. When the requests were aligned with PAC's objectives, PAC historically supported UHE generously. In general, gaming funds need to be spent within three-year time frame. However, if there is a specific school upgrade that funding may not be available from the district, PAC in the past did accumulate three years of Gaming funds to be able to pay for things like playground upgrade, mural programs, all in one specific year when the total available funds reaching the desirable amount. The money raised through the Grocery Cards and the direct appeal are not restricted in the same way that the Gaming funds are, and are therefore an important source of PAC operation—support parents and our school.

The key message that wish to be conveyed by this note is that annual budget was drafted carefully with information received from school at the beginning of each year. Normally large sum requests will not appear throughout the school year, and yet small sum request may occur from time to time. Looking at finance reports presented, may give the impression that the PAC has a lot of unspent money, however please remember that a base balance is needed each year to cover the grocery cards program; the PAC over the years has slowly built up the funds in order to run the Grocery Cards program every year, as a stable funding source. It generates around \$4,000 every year and has covered the PAC operating budget.

In conclusion, the UHE PAC has, and continues to work to ensure that we find a balance between remaining financially viable and creating an unnecessarily large surplus. We need to look at the past accounting pattern, think about what our next few years' School Plan would be. Then be a bit more strategic about how we spend to effectively support school to deliver that School Plan.