

**MANZANITA FAMILY FACULTY ORGANIZATION  
2015/2016 Approved Budget**

	<u>2015/2016 APPROVED BUDGET</u>	<u>2014/2015 APPROVED BUDGET</u>	<u>COMMENTS</u>
<b>INCOME</b>			
AMAZON SMILE smile.amazon.com	\$ 500.00	\$ 750.00	Amount is dependent upon awareness and willingness to participate
BOX TOPS INCOME	\$ 2,800.00	\$ 2,500.00	Clip and save box tops to raise money with friendly, fun class-against-class competition
CARNIVAL (Net of Income and Expense)	\$ 3,500.00	\$ 3,500.00	Carnival held in March on lower field with booths and food. Great community builder for MZ. 2015/2016 budgeted income is \$12,500 and budgeted expense is \$9,000
DESERT DASH (Net of Income and Expense)	\$ 6,350.00	\$ 6,700.00	October fun fun/walk in Sabino Canyon to promote fitness. T-Shirt Sales & Sponsorships. 2015/2016 budgeted income is \$13,000 and budgeted expense is \$6,650
DIRECT GIVING INCOME	\$ 30,000.00	\$ 29,000.00	Mustang Bucks - this is the primary fundraiser for all FFO supported programs, activities, and events. Requesting \$100/per child for 2015/2016 school year (same as 2014/2015)
DONATIONS & MISC	\$ 250.00	\$ 700.00	Includes collections for recorders and any other unanticipated donation
GROCERY STORE/ E-SCRIPT INCOME	\$ 2,000.00	\$ 4,000.00	Amount is dependent upon awareness and willingness to participate. Added Fry's late 2014
FALL BOOK FAIR (Net of Income and Expense)	\$ 4,000.00	\$ 3,500.00	Held in November in conjunction with Scholastic Books. Budgeted amount is based on 2014 Fall Book Fair income. 2015/2016 budgeted income is \$22,000 and budgeted expense is \$18,000
FIFTH GRADE TRIP INCOME	\$ 24,000.00	\$ 21,000.00	Funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2014/2015, field trip was \$200 per participating child (including chaperone costs and was based on 105 students). 2015/2016 cost will remain at \$200 per child. Budget has increased due to larger class size (based on approx. 120 students)
THIRD GRADE FIELD TRIP INCOME	\$ 10,260.00	\$ 10,625.00	Amount collected as passthrough to supplement the enrichment budget and fund Bisbee/Kartchner Caverns field trip. In 2014/2015, budget was based on 125 students at \$85 (24 chaperones paid \$50 each, unbudgeted, to cover increased fuel and tour costs). In 2015/2016, will charge \$95 per participating student which will include chaperones (based on approx. 108 students)

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INTEREST INCOME	\$ -	\$ -	Given current interest rates, this amount is negligible. Consequently, there is nothing budgeted
SCHOOL PICTURE INCOME	\$ 2,100.00	\$ 2,100.00	In September, the FFO assists with the taking of individual and class photos. Amount received is basically a commission payment
SPRING BOOK FAIR (Net of Income and Expense)	\$ 3,500.00	\$ 3,000.00	Held in April in conjunction with Scholastic Books. Budgeted amount is based on 2014 Spring Book Fair income of approximately \$3,900 (net). 2015/2016 budgeted income is \$20,000 and budgeted expense is \$16,500
TARGET INCOME	\$ 2,800.00	\$ 1,600.00	Amount is dependent upon awareness and willingness to participate
YEARBOOK INCOME	\$ 10,600.00	\$ 9,000.00	A collection of photos and memories that is published and sold at the end of the school year. This amount will be offset by "Yearbook Expenses"
<b>TOTAL INCOME</b>	<b>\$ 102,660.00</b>	<b>\$ 97,975.00</b>	
<b>EXPENSES</b>			
ART SHOW	\$ 300.00	\$ 500.00	Held in late spring with each student exhibiting one work of art. This line item accounts for the cost of event supplies
BACK TO SCHOOL WEEK	\$ 600.00	\$ 350.00	Refreshments, printing and postage for "Back to School" events
BANK CHARGES	\$ 1,675.00	\$ 1,600.00	This amount accounts for PayPal, Square and excess transaction fees
BEN'S BELLS	\$ 750.00	\$ 500.00	Supplies for Kindness Day and Kindness End-of-the-Year Recognition. This expense was combined with School Beautification in 2014/2015
BOX TOPS EXPENSE	\$ 250.00	\$ 100.00	Amount represents cost of Eegee's parties or similar prize selected by winning classes
CLASS ROOM FUNDING	\$ 10,000.00	\$ 10,750.00	Budgeted amount represents \$250/per teacher reimbursement. (Based on 40 teachers)
DIRECT GIVING EXPENSES	\$ 800.00	\$ 700.00	Amount represents printing, letterhead, and postage expenses associated with Mustang Bucks
(SEP) STUDENT ENRICHMENT PROGRAM	\$ 29,000.00	\$ 29,000.00	Funds projects that enhance or facilitate students' knowledge base. Amount is allocated evenly amongst all teachers and is subject to fluctuation according to success of FFO fundraisers. Funded by direct giving (Mustang Bucks)

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FIFTH GRADE RECOGNITION	\$ 3,200.00	\$ 1,100.00	Ceremony to acknowledge the completion of elementary education at Manzanita. Lunch is purchased for all graduating 5th graders. 2015/16 budget has increased due to larger class size
FIFTH GRADE TRIP EXPENSES	\$ 24,000.00	\$ 21,000.00	Funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2014/2015, field trip was \$200 per participating child (including chaperone costs and was based on 105 students). 2015/16 cost will remain at \$200 per child. Budget has increased due to larger class size (based on approx. 120 students)
FORGOTTEN LUNCH SNACKS	\$ 250.00	\$ 250.00	Purchased on an as needed basis
FOUNDATION REQUESTS	\$ 250.00	\$ 250.00	The intention behind creating this line item is to capture all of the Foundation requests for the entire school year, such as Teacher of the Year award, direct contributions, etc.
GARDENING SUPPLIES	\$ -	\$ 150.00	Supplies to help beautify and maintain the garden areas on school grounds. This line item has been rolled into SEP (Student Enrichment Program)
LIBRARY	\$ 2,250.00	\$ 2,250.00	The school librarian is responsible for these purchases. Funds are used for books and materials for the library
MILER'S CLUB	\$ 200.00	\$ 200.00	A non-competitive lunch recess fitness program that encourages children to run/walk. Expense represents the cost of chains and charms used to acknowledge achievement of pre-set goals
OFFICE SUPPLIES (FFO)	\$ 400.00	\$ 250.00	Cost of letterhead, envelopes and ink. Also webhost and checks
OFFICE SUPPORT	\$ 500.00	\$ 1,000.00	School office purchases not covered by other funding sources

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PLAYGROUND BALLS	\$ 1,250.00	\$ 1,250.00	Used to purchase balls and jump ropes for children to play with during recess
POSTAGE	\$ 65.00	\$ 65.00	Postage for donor tax letters and mailing payments to vendors
PRESIDENT'S FUND	\$ 150.00	\$ 100.00	To be spent as needed by the FFO President
PRINCIPAL'S DISCRETIONARY FUND	\$ 1,000.00	\$ 1,000.00	Used to cover unexpected school related expenses
PRINCIPAL'S LUNCHESES	\$ 50.00	\$ 50.00	Every Friday several students join the Principal for lunch and a special treat. Expense represents the cost of the treats
REFRESHMENTS	\$ 350.00	\$ 250.00	Refreshments for FFO and DFFO meetings
SCHOOL BEAUTIFICATION	\$ -	\$ -	To be reviewed with new Principal (Replaced by Kindness Day/Ben's Bells in 2014/2015)
SITE COUNCIL	\$ 500.00	\$ 750.00	Cost of Family Education Evening and/or Speaker
SPECIAL REQUESTS	\$ -	\$ -	Items under \$500 that are approved by EFFF vote as requested
SPELLING BEE REGISTRATION	\$ 150.00	\$ 175.00	Cost of trophies and registration fees. Expense is dependent on registering for the event
STAFF APPRECIATION	\$ 2,250.00	\$ 2,250.00	FFO provides lunches and other tokens of appreciation to teachers and staff throughout school year.
STAFF DEVELOPMENT	\$ 2,000.00	\$ 2,000.00	Primary expense is a staff retreat that occurs prior to the start of the new school year
STATUTORY AGENT	\$ 10.00	\$ 10.00	ACC Annual Filing Fee
TAX PREPARATION	\$ 1,350.00	\$ 1,400.00	This covers the cost of the annual tax return, 1099 and 1096 forms, and the annual Quickbooks Online subscription
THIRD GRADE FIELD TRIP EXPENSE	\$ 10,260.00	\$ 10,625.00	Amount needed to supplement SEP budget to cover expense of 3rd grade trip to Bisbee/Kartchner Caverns (See Comments in Third Grade Field Trip Income)

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VARIETY SHOW	\$ 350.00	\$ 350.00	Spring event to showcase the talents of Manzanita students. Cost represents the printing of programs
YEARBOOK EXPENSES	\$ 8,500.00	\$ 7,750.00	This expense is covered by payments received
<b>TOTAL EXPENSES</b>	<b>\$ 102,660.00</b>	<b>\$ 97,975.00</b>	
<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Amount must be zero in order to have a balanced budget.</b>

\*Note: Some categories are shown in income only and are net of expenses for budget presentation and fundraising purposes. Please see notations on above income accounts where applicable. We budget zero net income at the end of each school year.