

MANZANITA FAMILY FACULTY ORGANIZATION
2016/2017 Approved Budget

	<u>2016/2017</u> <u>APPROVED</u> <u>BUDGET</u>	<u>COMMENTS</u>
INCOME		
AMAZON SMILE (smile.amazon.com)	\$ 300.00	Amount is dependent upon awareness and willingness to participate; Earn .5% for Manzanita by shopping at smile.amazon.com. Register and select Manzanita Family Faculty Organization as charitable organization. Must start shopping at smile.amazon.com when purchasing (items and pricing are the same as regular Amazon.com site)
BOX TOPS INCOME (btfe.com)	\$ 2,000.00	Clip and save official coupons from Box Tops products to raise money (10 cents each). Friendly, fun competition with prizes for top-earning class and individuals. Collections in Oct., Feb. and May; checks come in Dec./Jan. & Apr.
CARNIVAL (Net of Income and Expense)	\$ 3,500.00	Carnival held in March on lower field with booths and food. Great community tradition and fundraiser for Manzanita. In 2016/2017, another "Spring Event" may replace the carnival, depending on volunteers to chair
DESERT DASH (Net of Income and Expense)	\$ 7,000.00	October fun run/walk in Sabino Canyon to promote fitness and community building. Revenue represents t-shirt sales and sponsorships. Expenses represent t-shirt costs, sponsorship banner, medals and supplies. 2016/2017 budgeted income is \$13,000; budgeted expense is \$6,000
DIRECT GIVING INCOME (Mustang Bucks)	\$ 28,000.00	This is the primary fundraiser for all FFO supported programs, activities, and events. Requesting \$100/per child for 2016/2017 school year (same as 2015/2016)
DONATIONS & MISC	\$ 130.00	Includes collections for recorders and any other unanticipated donations
EDUKIT INCOME (NEW)	\$ 1,000.00	New online school supplies shopping site that collects \$5.00 per kit for Manzanita, plus an optional donation. Assume approximately 30% will use in the first year (30% of 600 students) plus optional donations

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E-SCRIP/SHOPPING INCOME (escrip.com, mabelslabels.com, mightynest.com)	\$ 100.00	Amount is dependent upon awareness and willingness to participate. Online shopping sites and local merchants that give back a percentage of purchases to Manzanita. Escrip online shopping mall (hundreds of retailers offering various percentages. Register, designate Manzanita Elementary School as organization and start purchases at escrip.com); Mabel's Labels - 20%, Mighty Nest - 15% (select school before each purchase)
FRY'S INCOME	\$ 750.00	Amount is dependent upon awareness and willingness to participate. To participate, register Fry's VIP card at www.fryscommunityrewards.com , designate Manzanita Elementary School as organization (#66275), use registered VIP card when making purchases at Fry's and Manzanita will earn a percentage of the \$500,000 that Fry's gives away every 13 weeks. The amount earned is based on the number of families participating and the total amount in purchases. Participants must re-enroll annually in August
FALL BOOK FAIR (Net of Income and Expense)	\$ 4,000.00	Held in November in conjunction with Scholastic Books. Budget is based on historical Fall Book Fair performance. Budgeted income is \$22,000; budgeted expense is \$18,000
FIFTH GRADE TRIP INCOME (Exact offset to Fifth Grade Field Trip Expense)	\$ 21,600.00	Funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2015/2016, field trip was \$200 per participating child (including chaperone costs and was based on 120 students in 5 classes). 2016/2017 cost will remain at \$200 per child. Budget has decreased due to smaller class size (based on approx. 108 students in 4 classes with an estimated 27 students per class)
THIRD GRADE FIELD TRIP INCOME (Exact offset to Third Grade Field Trip Expense)	\$ 10,260.00	Amount collected from families to supplement the Student Enrichment Program (SEP) budget and fund Bisbee/Kartchner Caverns field trip. The budget is based on 108 students at \$95 (no charge for chaperones). This is the same as in 2015/2016.
INTEREST INCOME	\$ -	Given current interest rates, this amount is negligible. Consequently, none is budgeted

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SCHOOL PICTURE INCOME	\$ 2,100.00	In September, the FFO assists with the taking of individual and class photos. Amount received is a commission payment
SPRING BOOK FAIR (Net of Income and Expense)	\$ 3,500.00	Held in April in conjunction with Scholastic Books. Budget is based on historical Spring Book Fair performance. Budgeted income is \$20,000; budgeted expense is \$16,500
TARGET INCOME	\$ -	Target Take Charge of Education Program has been discontinued. Thus, there is no budgeted income for 2016/2017
YEARBOOK INCOME	\$ 10,625.00	A collection of photos and memories that is published and sold at the end of the school year. Estimating sales of approximately 425 yearbooks (most at \$25 each; late yearbooks at \$30 each). This amount will be offset by "Yearbook Expenses" Yearbooks are sold online through the Inter-State website only; extra "late yearbooks" are available for purchase in the office (approximately 50-60 copies)
TOTAL INCOME	\$ 94,865.00	
EXPENSES		
ART SHOW	\$ 300.00	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	\$ 300.00	Shuttle buses from La Encantada and contribution to CFSD breakfast; other costs associated with back to school week
BANK CHARGES	\$ -	No longer using check scanner at \$25.00 per month, or PayPal and Square so did not incur bank fees in 2015/2016. Most transactions are now processed through CFSD InTouch online payment system. CFSD started charging transaction fees in January 2016. (See InTouch Fees).
BEN'S BELLS	\$ 650.00	Supplies for Kindness Day and Kindness End-of-the-Year Recognition
BOX TOPS EXPENSE	\$ 200.00	Amount represents postage costs for submitting Box Tops and cost of individual and class prizes for contest winners

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BUS DRIVER APPRECIATION (NEW)	\$ 120.00	Amount represents \$10 - \$15 gift cards (QT, Starbucks, etc.) for each Manzanita bus driver to present at the annual CFSD Bus Driver Appreciation Breakfast. Manzanita FFO hosts every 7 years (next in 2023) but gift cards are presented to bus drivers annually
CLASS ROOM FUNDING	\$ 10,000.00	Budgeted amount represents \$250/per teacher reimbursement (based on 40 teachers)
DIRECT GIVING EXPENSES (Mustang Bucks)	\$ 500.00	Amount represents costs associated with Mustang Bucks (parking auction website, parking signs for winners, banners, etc.)
STUDENT ENRICHMENT PROGRAM (SEP)	\$ 27,000.00	Funds field trips and projects that enhance or facilitate students' knowledge base. Amount is allocated on a per student basis and is subject to fluctuation according to success of FFO fundraisers. Funded by direct giving (Mustang Bucks)
FIFTH GRADE RECOGNITION	\$ 1,100.00	Ceremony to acknowledge the completion of elementary education at Manzanita. Lunch is purchased for all graduating 5th graders. 2016/17 budget has decreased due to smaller class size (4 classes vs. 5 in 2015/2016)
FIFTH GRADE TRIP EXPENSES (Exact offset to Fifth Grade Field Trip Income)	\$ 21,600.00	Funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2015/2016, field trip was \$200 per participating child (including chaperone costs and was based on 120 students). 2016/17 cost will remain at \$200 per child. Budget has decreased due to smaller class size (based on approx. 108 students)
FORGOTTEN LUNCH SNACKS	\$ -	This account will no longer be used. None purchased in 2015/2016
FOUNDATION REQUESTS	\$ 1,000.00	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. Direct contribution maximum is \$3,000 per year and is subject to the FFO's ability to fund its own programs for the year

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INTOUCH FEES (NEW)	\$ 1,800.00	Fees charged by CFSD for processing credit cards through InTouch (2.4% plus per transaction fee). CFSD began charging fees in January 2016. Most credit card purchases occur at the open house in August and run through the final 3rd grade field trip payment deadline in December.
LIBRARY	\$ 2,250.00	The school librarian is responsible for these purchases. Funds are used for books and materials for the library
MILER'S CLUB	\$ 400.00	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. Increase in 2016/2017 budget due to new scanner purchase
OFFICE SUPPLIES (FFO)	\$ 800.00	Cost of webhost, checks and envelopes, and QuickBook annual fee
OFFICE SUPPORT	\$ 500.00	School office purchases not covered by other funding sources; end of year paper purchase
PLAYGROUND EQUIPMENT	\$ 350.00	Used to purchase balls and jump ropes for children to play with during recess; none needed for 2015/2016; will likely need for 2016/2017 but fewer than in the past due to Miler's Club activity
POSTAGE	\$ 150.00	Postage for donor tax letters and mailing payments to vendors
PRESIDENT'S FUND	\$ 150.00	To be spent as needed by the FFO President
PRINCIPAL'S DISCRETIONARY FUND	\$ 1,000.00	Used to cover unexpected school related expenses
PRINCIPAL'S LUNCHESES	\$ -	This account will no longer be used. Principal's breakfasts are held on the same day as FFO meetings and are now included in Refreshments Expense
REFRESHMENTS	\$ 775.00	Refreshments for Principal's Breakfasts/FFO and DFFO meetings
SIGNAGE/BANNERS (NEW)	\$ 150.00	New budget line item for 2016/2017. Represents cost of materials to create custom signs for school events
SITE COUNCIL	\$ 500.00	Cost of Family Education Evening and/or Speaker
SPECIAL REQUESTS	\$ -	Items under \$500 that are approved by EFFO vote as requested
SPELLING BEE REGISTRATION	\$ 150.00	Cost of trophies and registration fees. Expense is dependent on registering for the event

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STAFF APPRECIATION	\$ 2,250.00	FFO provides monthly lunches and other tokens of appreciation to teachers and staff throughout school year.
STAFF DEVELOPMENT	\$ 1,000.00	Primary expense is a staff retreat that occurs prior to the start of the new school year
STATUTORY AGENT	\$ 10.00	ACC Annual Filing Fee
TAX PREPARATION	\$ 950.00	This covers the cost of the annual tax return
THIRD GRADE FIELD TRIP EXPENSE (Exact offset to Third Grade Field Trip Income)	\$ 10,260.00	Amount needed to supplement Student Enrichment Program (SEP) budget to cover expense of 3rd grade trip to Bisbee/Kartchner Caverns (See comments in Third Grade Field Trip Income). The amount budgeted is the same as the Third Grade Field Trip Income account, which represents payments from families. The FFO raises an additional \$3,000 to cover the amount not funded by families through the Student Enrichment Program (SEP).
VARIETY SHOW	\$ 150.00	Spring event to showcase the talents of Manzanita students. Cost represents the printing of programs. Program printing costs have been donated the last few years and will need to be increased in the future when we must pay. Budget has been \$350 and has been decreased to \$150 to reflect donated printing costs
YEARBOOK EXPENSES	\$ 8,500.00	This expense is covered by payments received. The 2016/2017 budget is based on an order of approximately 425 yearbooks
TOTAL EXPENSES	\$ 94,865.00	
NET INCOME	<u><u>\$ -</u></u>	Amount must be zero in order to have a balanced budget.

*Note: We budget zero net income at the end of each school year.