

MANZANITA FAMILY FACULTY ORGANIZATION
2018/2019 Amended Budget

| | <u>2017-2018</u> <u>ACTUALS</u> | <u>2018/2019</u> <u>ORIGINALLY</u> <u>APPROVED</u> <u>BUDGET</u> | <u>2018/2019</u> <u>PROPOSED</u> <u>AMENDED</u> <u>BUDGET</u> | <u>COMMENTS</u> |
|---|------------------------------------|---|--|---|
| INCOME | | | | |
| AMAZON SMILE smile.amazon.com | \$ 519.01 | \$ 600.00 | \$ 600.00 | Amount is dependent upon awareness and willingness to participate (0.5% back on purchases through smile.amazon.com site if Manzanita FFO is selected as charity) |
| BEN'S BELLS MURAL INCOME (Passthrough in 2017/2018) (NO LONGER USED IN 2018/2019) | \$ 2,500.00 | \$ - | \$ - | Income received from private donors for Ben's Bells Mural installation in 2017/2018. \$2,500 was donated to CFSD to purchase the mural (see Ben's Bells Mural Expense) |
| BOX TOPS INCOME | \$ 1,298.10 | \$ 1,500.00 | \$ 1,500.00 | Clip and save box tops to raise money with friendly, fun class-against-class competition |
| DESERT DASH SPONSORSHIPS & DONATIONS | \$ 3,600.00 | \$ 3,400.00 | \$ 3,400.00 | Sponsorships (\$100+) and donations for the Desert Dash (reported separately for tax purposes). See Desert Dash |
| DESERT DASH FUNDRAISING INCOME (Net of Income and Expense) (NO LONGER USED IN 2018/2019) | \$ - | \$ 3,200.00 | | All Desert Dash Income and Expenses (for school fun run in Sabino Canyon) had been budgeted and netted in this parent account, and needed to be broken into Income and Expense for the 2018/2019 budget. This parent account will no longer be used as t-shirts are not Desert Dash t-shirts, but are Manzanita Elementary School t-shirts. They are now being sold as "Spiritwear" throughout the year. (See new "Spiritwear Income" and "Spiritwear Expense" accounts). The t-shirts, dineout and sponsorships were the main income sources for the Desert Dash. In 2018/2019, only Sponsorships will support the event |
| DESERT DASH DINE OUT INCOME (NO LONGER USED IN 2018/2019) | \$ 826.10 | | | In 2018/2019, all dine out income will go to a new account, "Dine Out Income" |
| DESERT DASH T-SHIRT INCOME (NO LONGER USED IN 2018/2019) | \$ 7,711.00 | \$ - | | In 2018/2019, Manzanita Elementary School t-shirts are being sold as "Spiritware" and will be sold throughout the year |
| DESERT DASH T-SHIRT EXPENSE (NO LONGER USED IN 2018/2019) | \$ (4,273.16) | | | In 2018/2019, Manzanita Elementary School t-shirts are being sold as "Spiritware" and will be sold throughout the year |
| DESERT DASH EVENT EXPENSE | \$ (883.53) | \$ - | \$ (1,000.00) | Event expenss for October fun run/walk in Sabino Canyon to promote fitness and community building (sponsorship banner, sherriffs, medals and supplies) |
| SPIRITWEAR FUNDRAISING INCOME (NEW) | | | \$ 9,700.00 | Replaces Desert Dash T-Shirt Income. Represents "Manzanita Elementary School" t-shirt sales (and possibly other spiritwear) to be sold throughout the year |
| SPIRITWEAR FUNDRAISING EXPENSE (NEW) | | | \$ (5,500.00) | Replaces Desert Dash T-Shirt Expense. Represents the cost of "Manzanita Elementary School" t-shirts (and possibly other spiritwear) to be sold throughout the year. |
| DINE-OUTS (NEW) | | \$ 1,000.00 | \$ 1,345.00 | Dine-outs will be hosted at couple of different restaurants for community building and fund raising. Desert Dash and Mustang Bucks dine outs will now be included in this account, which covers all dine outs |
| DONATIONS & MISC | \$ 50.00 | \$ 50.00 | \$ 50.00 | Includes any unanticipated donations |
| MUSTANG BUCKS (DIRECT GIVING INCOME) | \$ 27,201.60 | \$ 26,000.00 | \$ 26,000.00 | Mustang Bucks - this is the primary fundraiser for all FFO-supported field trips and enrichment activities not funded by the State of Arizona. Requesting \$100/per child for 2018/2019 school year, same as 2017/2018; See SEP (Student Enrichment Program) budget, which is funded by Mustang Bucks (also \$26,000) |
| EDUKIT INCOME | \$ 1,268.16 | \$ 1,400.00 | \$ 1,400.00 | Online school supplies shopping site that collects approx. \$.50 per kit profit for Manzanita, plus an optional donation. See Edu-kit Sponsorship Income for optional donations portion |

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| EDUKIT OPTIONAL DONATION INCOME (Pass through) | \$ 910.00 | \$ 910.00 | \$ 910.00 | Optional donations received from online school supplies shopping site. To be donated to CFSD/Manzanita and will be used to restock classroom supplies for all grade levels; Donation is budgeted as an expense and will vary with the amount collected |
| eSCRIP/SHOPPING INCOME | \$ 46.77 | \$ 150.00 | \$ 150.00 | Amount is dependent upon awareness and willingness to participate (includes eScrip, Benefit-Mobile, Mabel's Labels and Mighty Nest). Also includes local retailers who give back to Manzanita from time to time |
| FRY'S INCOME | \$ 448.69 | \$ 500.00 | \$ 500.00 | Amount is dependent upon awareness and willingness to participate (requires Fry's card re-registration every August) |
| FALL BOOK FAIR (Net of Income and Expense) | | \$ 4,000.00 | | Held in November in conjunction with Scholastic Books. Budgeted amount is based on 2017 Fall Book Fair income. \$21,224 income; \$16,942 expense. Needs to be broken out into Income and expense accounts below |
| FALL BOOK FAIR INCOME (BREAKOUT) | \$ 21,224.34 | | \$ 21,000.00 | |
| FALL BOOK FAIR EXPENSE (BREAKOUT) | \$ (16,942.36) | | \$ (17,000.00) | |
| FIFTH GRADE TRIP INCOME (Pass through) | \$ 19,325.00 | \$ 19,200.00 | \$ 19,200.00 | Payson field trip - funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2017/2018, field trip was \$200 per participating child (including chaperone costs). 2018/2019 cost will remain at \$200. Budget is based on approx. 96 students based on anticipated enrollment |
| FIFTH GRADE TRIP SCHOLARSHIPS (Donations received to fund scholarships) | \$ 50.00 | \$ - | \$ - | Scholarship funds donated by families to help cover 5th grade trip costs for families who are unable to pay for the entire trip. No budget due to uncertainty of donations |
| THIRD GRADE FIELD TRIP INCOME (Pass through) | \$ 6,785.00 | \$ 7,070.00 | \$ 7,070.00 | Bisbee/Kartchner Caverns field trip - funding is supplied by 3rd grade families and trip is dependent upon receiving sufficient funding. Due to increased costs from the tour company, the FFO began making arrangements directly with the transportation company and the ticket offices in 2017/2018 and will continue to do so in 2018/2019. The trip cost will be \$70 per participating child and includes chaperone costs |
| THIRD GRADE TRIP SCHOLARSHIPS (Donations received to fund scholarships) | \$ 110.00 | \$ - | \$ - | Scholarship funds donated by families to help cover 3rd grade trip costs for families who are unable to pay for the entire trip. No budget due to uncertainty of donations |
| INTEREST INCOME | \$ 3.53 | \$ - | \$ - | Given current interest rates, this amount is negligible. Consequently, none is budgeted |
| READ-A-THON (SPRING EVENT/CARNIVAL) (Net of Income and Expense) | | \$ 5,500.00 | | Spring read-a-thon replaced carnival income in 2017/2018; amount is dependent on participation and number of sponsors. Expecting revenue of about \$5,500 for Spring 2019 Read-a-thon Other spring event will be considered instead of or in addition to the Read-a-thon depending on volunteers. Budget for a spring event (or events) remains the same Needs to be broken out between income and expense for the 2018/2019 budget (see below) |
| READ-A-THON INCOME (SPRING EVENT/CARNIVAL) (BREAKOUT) | \$ 3,948.75 | | \$ 5,600.00 | |
| READ-A-THON EXPENSE (SPRING EVENT/CARNIVAL) (BREAKOUT) | \$ (14.76) | | \$ (100.00) | |
| SCHOOL PICTURE INCOME | \$ 1,485.00 | \$ 1,500.00 | \$ 1,500.00 | Commission payment that the FFO receives from Inter-State Studios for assisting with individual and class photos in the fall |
| SPRING BOOK FAIR (Net of Income and Expense) | | \$ 3,500.00 | | Held in April in conjunction with Scholastic Books. Budgeted amount is based on estimated 2017 Spring Book Fair income of approximately \$3,800 (\$16,955 income; \$13,145 expenses). Needs to be broken out between income and expense for the 2018/2019 budget (see below) |

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| SPRING BOOK FAIR INCOME (BREAKOUT) | \$ 17,015.83 | | \$ 17,000.00 | |
| SPRING BOOK FAIR EXPENSE (BREAKOUT) | \$ (13,145.61) | | \$ (13,500.00) | |
| YEARBOOK INCOME (Net of Income and Expense) | \$ 920.00 | \$ 3,000.00 | | A collection of photos and memories that is published and sold at the end of the school year through the Picaboo website. \$920.00 came in from in-person sales of extra yearbooks at the end of the 2017/2018 school year (bonus yearbooks for sales volume of 400+, and replacements of those books due to minor trimming error, still sellable, extra yearbooks purchased in anticipation of a few damaged yearbooks, which were also replaced and sellable). Needs to be broken out between income and expense for the 2018/2019 budget (see below) |
| YEARBOOK INCOME (BREAKOUT) | | | \$ 12,000.00 | This amount represents the income expected from 2017/2018 yearbook sales (412 yearbooks) plus a few sold over the summer. In 2017/2018, the FFO changed yearbook companies and the payout for the prior year is in September of the following year (and February if any are subsequently sold online). |
| YEARBOOK EXPENSE (BREAKOUT) | | | \$ (9,600.00) | See Yearbook Income comment. This represents the cost of 412 yearbooks sold in 2017/2018 school year. |
| TOTAL INCOME | \$ 81,987.46 | \$ 82,480.00 | \$ 82,225.00 | |
| EXPENSES | | | | |
| ART SHOW | \$ 43.18 | \$ 100.00 | \$ 100.00 | 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 | | | | Parent Account with \$706 budget for 2018/2019 |
| BACK TO SCHOOL WEEK SUPPLIES (SUB-ACCOUNT) | \$ 390.61 | \$ 556.00 | \$ 556.00 | Costs associated with back to school week (supplies, refreshments for open house, etc.). Increase in budget due to planned activities and displays at open house. Will roll up into the Back to School Week account |
| SHUTTLE - BACK TO SCHOOL WEEK (SUB-ACCOUNT) | \$ 141.59 | \$ 150.00 | \$ 150.00 | Shuttle buses from La Encantada, paid to Manzanita Elementary School, will be accounted for in the Shuttle - Back to School Week account for tax purposes but will roll up into the Back to School Week account |
| BEN'S BELLS MURAL EXPENSE (Passthrough in 2017/2018) (NO LONGER USED IN 2018/2019) | \$ 2,500.00 | \$ - | \$ - | \$2,500 was donated to CFSD to purchase the Ben's Bells Mural in 2017/2018. Private donors funded the mural and the income was passed through to CFSD. |
| BLOOMZ EXPENSE (NEW) | \$ - | \$ 2,394.00 | \$ 2,394.00 | Manzanita-parent communication software. The cost is contingent on number of students enrolled at Manzanita. |
| BANK CHARGES | \$ 15.00 | \$ 50.00 | \$ 50.00 | Fees charged by Bank of America. Fees represent check imaging services and other misc. fees. |
| KINDNESS DAY/ BEN'S BELLS | \$ 568.70 | \$ 500.00 | \$ 500.00 | Supplies for Kindness Day and Kindness End-of-the-Year Recognition |
| BOX TOPS EXPENSE | \$ 32.50 | \$ 100.00 | \$ 200.00 | Amount represents postage costs for submitting Box Tops and cost of individual and class prizes for contest winners. Box Tops prizes had been purchased in prior year so didn't need as much last year but expect 2018/2019 to be back to normal levels |
| BUS DRIVER APPRECIATION | \$ 80.00 | \$ 155.00 | \$ 100.00 | Amount represents \$10 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. Payments to hosting FFO also goes here as it is an overall FFO event and the hosting FFO does not organize and pay for the entire event |
| CLASS ROOM FUNDING | \$ 9,253.58 | \$ 10,000.00 | \$ 10,000.00 | Budgeted amount represents \$250/per teacher reimbursement (Based on 40 teachers) |
| CREDIT CARD PROCESSING FEES | \$ 1,558.47 | \$ 1,600.00 | \$ 1,600.00 | Per transaction and fixed fees charged by credit card payment processors (includes goEMerchant, First American and PayPal fees). |

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|--|------------------------------------|---|--|---|
| MUSTANG BUCKS EXPENSE (DIRECT GIVING EXPENSE) | \$ 146.61 | \$ 200.00 | \$ 150.00 | Amount represents costs associated with Mustang Bucks: parking auction website, parking signs for winners, banners, etc. Also includes refreshments for school collections provided by the FFO and Sodexo, the District-contracted food vendor. (Program is an FFO program, organized by the FFO, so Sodexo purchases are program expenses for the FFO rather than a donation to the school) |
| EDU-KIT OPTIONAL DONATIONS REMITTANCE | \$ 910.00 | \$ 910.00 | \$ 910.00 | Donation to CFSD for Edu-Kit Optional Donation collected to be used for supplies replenishment for all grade levels. This amount will vary and will equal the amount collected in Edu-Kit Optional Donations Income account (pass-through) |
| DISTRICT-WIDE JOINT EVENTS DONATIONS | \$ 264.12 | \$ 300.00 | \$ 300.00 | Payments to other FFOs and CFSD for Manzanita's portion of district-wide joint events and costs that are not covered by the school district (CFSD Breakfast for all staff provided by CFHS FFO for approx. \$150, CFSD's New Teacher Orientation for approx. \$70, etc.). Bus driver appreciation is budgeted in its own account (see comments). See Foundation Requests for payments to the Foundation (Teacher of the Year contribution) |
| FIFTH GRADE RECOGNITION | | | | Parent Account with \$1,185 budget for 2018/2019 Ceremony to acknowledge the completion of elementary education at Manzanita. Lunch is purchased for all graduating 5th graders and a shuttle bus runs between La Encantada and the school for families. Lunch and shuttle costs are separated to facilitate tax reporting. The remainder in this account is for supplies and other related costs. The total Fifth Grade Recognition budget for 2018/2019 budget is \$1,185 vs. \$1,150 in 2017/2018 |
| FIFTH GRADE RECOGNITION SUPPLIES (SUB-ACCOUNT) | \$ 328.74 | \$ 385.00 | \$ 385.00 | Supplies for 5th grade recognition (see parent account above) Includes cookies or other outside food purchases (non-Sodexo), decorations, flowers, etc. Will roll up into the Fifth Grade Recognition account |
| SHUTTLE - FIFTH GRADE RECOGNITION (SUB-ACCOUNT) | \$ 121.59 | \$ 150.00 | \$ 150.00 | Shuttle buses from La Encantada, paid to Manzanita Elementary School, will be accounted for in the Shuttle - Fifth Grade Recognition account for tax purposes but will roll up into the Fifth Grade Recognition account |
| FIFTH GRADE RECOGNITION LUNCH - SODEXO (SUB-ACCOUNT) | \$ 640.42 | \$ 650.00 | \$ 650.00 | Fifth grade recognition lunch provided by Sodexo for all graduating 5th graders. Will roll up into the Fifth Grade Recognition account |
| FIFTH GRADE - GIFT TO SCHOOL | \$ - | \$ 250.00 | \$ - | Graduating class gift. New account in 2018/2019. Gift was an EFFO-approved special request in 2017/2018 |
| FIFTH GRADE TRIP EXPENSES | \$ 20,602.08 | \$ 19,200.00 | \$ 19,200.00 | Payson - funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. 2018/19 cost will remain the same but will be based on 96 students (4 classes with approximately 25 students per class). Bus driver gratuity of \$450 is included in budget (\$2 per student per day for 2 days - divided by 3 drivers) - rounded to \$150 each. The bus company should include driver tips and accommodations on the bus invoice if possible. |
| FOUNDATION REQUESTS | \$ 350.00 | \$ 100.00 | \$ 100.00 | For joint costs and direct contributions to the CFSD Foundation. Joint costs include the Teacher of the Year award (\$100), etc. Direct contribution maximum had been \$3,000 per year and was subject to the FFO's ability to fund its own programs for the year. Reducing the budgeted direct contribution amount to \$100 to reflect what other FFOs typically contribute; any additional funds donated would be handled as a special request and voted on at an FFO general meeting |
| LIBRARY (DONATION TO CFSD) | \$ 2,250.00 | \$ 1,350.00 | \$ 1,350.00 | The school librarian is responsible for these purchases. Funds are to be donated to CFSD and materials for the library purchased through CFSD sources. The librarian will purchase books and provide receipts to the Treasurer. To be donated once budget has been adequately funded after the beginning of the year (to be determined by the treasurer). |

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| MILER'S CLUB | \$ 315.91 | | \$ 250.00 | 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. |
| FFO ADMIN EXPENSE | \$ 971.35 | \$ 1,200.00 | \$ 1,000.00 | Cost of webhost, check printing, QuickBook annual fee, and donor management software monthly fees. Use Office Supplies (FFO) for office supplies purchases |
| FFO OFFICE SUPPLIES | \$ 200.50 | \$ 300.00 | \$ 250.00 | Office Supply purchases (for FFO general use throughout the year). To include paper clips, Post-Its, etc. used in copy room, binders and folders for officers, envelopes for vendor checks, etc. Note: use Back to School Week Supplies and event budgets for supplies used specifically for those events |
| PAPER DONATION | \$ 500.00 | \$ 300.00 | \$ 250.00 | Funds will be donated to Manzanita (through CFSD) to replenish Manzanita's copy paper used by the FFO throughout the year. To be donated once budget has been adequately funded after the beginning of the year (to be determined by the treasurer) |
| PLAYGROUND BALLS | \$ 349.60 | \$ 350.00 | \$ 350.00 | Used to purchase balls and jump ropes for children to play with during recess. Note: This is for recess balls as opposed to PE balls, which are covered by the CFSD budget |
| POSTAGE | \$ - | \$ 50.00 | \$ 50.00 | Postage for mailing payments to vendors and infrequent tax letters. |
| FFO PRESIDENT'S FUND | \$ 314.57 | \$ 300.00 | \$ 300.00 | To be spent as needed by the FFO President. Includes retirement and milestone anniversary gifts for staff (per IRS rules, gifts are limited to \$25 per person per year and retirement gifts are limited to \$75 per person per year) |
| PRINCIPAL'S FUND | \$ 382.86 | \$ 750.00 | \$ 750.00 | Used to cover school-related expenses/reimbursements not funded by other sources or budgeted elsewhere (ex: supplies for beginning of year staff retreat, staff appreciation/team celebrations). Also covers workshops and reimbursements to staff for school-wide supplies purchases not covered by classroom funding, or Student Enrichment Program (ex. poetry contest ribbons, safety patrol vests, etc.) Notes: unbudgeted school-wide community event expenses and all facilities requests must be handled as special requests. Use Principal's Staff Meals (Non-SODEXO and SODEXO) for meal expenses |
| PRINCIPAL'S STAFF MEALS | | | | Parent Account with \$1,450 budget for 2018/2019; meals may be purchased either through Sodexo or outside food vendors within overall \$1,450 budget limit |
| PRINCIPAL'S STAFF MEALS (NON-SODEXO) (SUB-ACCOUNT) | \$ 819.06 | \$ 1,250.00 | \$ 1,250.00 | For Principal's beginning of year staff development retreat luncheon for all certified teachers at Manzanita. Also covers welcome back breakfast and end-of-year staff luncheon. (This account is used for purchases outside of SODEXO, the District-contracted food vendor) Will roll up into the Principal's Staff Meals account |
| PRINCIPAL'S STAFF MEALS (SODEXO) (SUB-ACCOUNT) | \$ 245.95 | \$ 200.00 | \$ 200.00 | See Principal's Staff Meals (Non-Sodexo) above. This account covers meals purchased through Sodexo and will most likely cover the beginning of the year Manzanita staff breakfast if paid through Sodexo Will roll up into Principal's Staff Meals account Note: CFHS FFO bills the FFO for approx. \$150 for CFSD Breakfast for all staff (to be charged to District-wide joint costs) |
| REFRESHMENTS | \$ 938.92 | \$ 675.00 | \$ 675.00 | Refreshments for Principal's Breakfasts/FFO and DFFO meetings. Both Sodexo and FFO-provided refreshments are included as this is an FFO program expense (organized by the FFO and would be incurred whether the Principal's Breakfast occurred prior to the FFO meetings) |
| SIGNAGE/BANNERS | \$ 18.27 | \$ 100.00 | \$ 50.00 | Represents cost of materials to create custom signs for school events and the purchase of zip ties |
| SITE COUNCIL | \$ - | \$ 300.00 | \$ 300.00 | Cost of Family Education Evening and/or Speaker |

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| SPECIAL REQUESTS - EFFO-APPROVED | \$ 656.51 | \$ 1,500.00 | \$ 1,500.00 | Items under \$500 that are voted on and approved by the Executive FFO Board (EFFO) as requested up to a maximum of \$1,500 per year per bylaws. Expenditures must be voted on and approved before being incurred. This account is now being budgeted as it is typically spent throughout the year on items that were unbudgeted (improves trackability as all unbudgeted expenditures were previously charged to Special Requests) |
| SPECIAL REQUESTS - FFO-APPROVED PLAYGROUND EQUIPMENT | \$ 10,796.55 | \$ - | \$ - | Funds donated to CFSD to purchase playground equipment for Manzanita. Special Request for \$10,000. Expecting private donations to come through in 2018-2019 to cover additional cost above \$10,000 approved by the FFO. |
| SPELLING BEE REGISTRATION | \$ 226.00 | \$ 250.00 | \$ 250.00 | Cost of trophies and registration fees. Expense is dependent on registering for the event |
| STAFF APPRECIATION (FFO) | \$ 1,562.31 | \$ 1,500.00 | \$ 1,500.00 | FFO provides monthly lunches and other tokens of appreciation to teachers and staff throughout school year |
| STATUTORY AGENT | \$ 10.00 | \$ 10.00 | \$ 10.00 | ACC Annual Filing Fee |
| (SEP) STUDENT ENRICHMENT PROGRAM | | | | Parent Account of Student Enrichment Program (SEP) with \$26,000 budget for 2018/2019 Use of funds for grade level enrichment through teaching, learning, field trips, materials, and supplies that have a strategic plan with instructional goals and specific learning objectives. Funds are requested by classroom teachers. Class experience related items approved by EFFO on case by case basis. Amount is allocated on a per student basis and is subject to fluctuation according to success of the FFO's direct giving campaign (Mustang Bucks) and other fundraisers. SEP is broken into several accounts to facilitate tax reporting but it is all one program funded primarily by direct giving (Mustang Bucks). Program purchases may be made in any categories but the overall spending per grade level must fall within their grade level's budget limits. |
| (SEP) STUDENT ENRICHMENT PROGRAM ADMISSION, SUPPLIES & MATERIALS (SUB-ACCOUNT) | \$ 17,262.93 | \$ 16,500.00 | \$ 16,500.00 | Please see above parent account for all SEP accounts below, which will roll up into the SEP Program This account covers admission, supplies and materials (all expenses besides field trip transportation paid to Manzanita Elementary School, artist-in-residence program paid to CFSD, and food expenses paid to Sodexo through CFSD - accounts below) |
| (SEP) FIELD TRIP TRANSPORTATION (SUB-ACCOUNT) | \$ 4,608.37 | \$ 3,500.00 | \$ 3,500.00 | Payments to <u>Manzanita Elementary School</u> for bus and fuel costs for student field trips. Funded by direct giving (Mustang Bucks) |
| (SEP) ARTIST IN RESIDENCE PROGRAM (SUB-ACCOUNT) | \$ 4,339.20 | \$ 5,500.00 | \$ 5,500.00 | Payments to <u>CFSD</u> for visiting artists (Child's play Theater, Gwendolyn Ray, Catherine Nash, Frank Powers, etc.). All artists must be hired as temporary employees and paid by CFSD. Funded by direct giving (Mustang Bucks). |
| (SEP) SODEXO FOOD FOR SEP EVENTS (SUB-ACCOUNT) | \$ 486.69 | \$ 500.00 | \$ 500.00 | Payments to <u>CFSD</u> only for food provided by Sodexo for enrichment activities (Greek & Roman Day tasting, Civil War reenactment lunch). Funded by direct giving (Mustang Bucks) |
| TAX PREPARATION | \$ 975.00 | \$ 975.00 | \$ 975.00 | This covers the cost of the annual tax return |
| THIRD GRADE FIELD TRIP EXPENSE | \$ 6,623.04 | \$ 7,070.00 | \$ 7,070.00 | Expenses associated with the 3rd grade trip to Bisbee/Kartchner Caverns (See Comments in Third Grade Field Trip Income). The FFO will pay the transportation company directly and the invoice should include driver tip if possible (\$2 per person per day) for each driver |
| VARIETY SHOW | \$ 406.09 | \$ 300.00 | \$ 400.00 | Spring event to showcase the talents of Manzanita students. Costs represents the printing of programs and stage hand |
| TOTAL EXPENSES | \$ 93,206.87 | \$ 82,480.00 | \$ 82,225.00 | |
| NET INCOME | \$ (11,219.41) | \$ - | \$ - | Amount must be zero in order to have a balanced budget |

Net income represents Net Operating Income (before Petty Cash Refund & Expense and Other Income & Other Expense, which is not budgeted). Including these items, net loss for