

MANZANITA FAMILY FACULTY ORGANIZATION
2017/2018 Proposed Budget

	2016/2017 YEAR-TO-DATE ACTUALS AS OF 4/20/17*	2017/2018 PROPOSED BUDGET	2016/2017 APPROVED BUDGET	COMMENTS
INCOME				
AMAZON SMILE smile.amazon.com	\$ 374.81	\$ 375.00	\$ 300.00	Amount is dependent upon awareness and willingness to participate
BOX TOPS INCOME	\$ 1,252.77	\$ 1,800.00	\$ 2,000.00	Clip and save box tops to raise money with friendly, fun class-against-class competition
CARNIVAL (Net of Income and Expense)	\$ -	\$ -	\$ 3,500.00	In 2016/2017, Carnival was replaced with a Reading Roundup (free Site Council event funded by the FFO). A Read-a-thon fundraiser accompanied the event two weeks prior. See Read-a-thon
DESERT DASH SPONSORSHIPS & DONATIONS (NEW)	\$ 3,820.00	\$ 3,800.00	\$ -	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)	\$ 3,176.74	\$ 3,200.00	\$ 7,000.00	T-shirt and dineout income for October fun run/walk in Sabino Canyon to promote fitness and community building. T-shirt sales are the primary fundraiser; however other spirit items may also be sold such as water bottles. Expenses represent t-shirt costs, sponsorship banner, medals and supplies. 2017/2018 budgeted income for the entire event is \$12,000, including sponsorships, and budgeted expense is \$5,000
MUSTANG BUCKS (DIRECT GIVING INCOME)	\$ 26,743.90	\$ 26,000.00	\$ 28,000.00	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 2017/2018 school year, same as 2016/2017; See SEP (Student Enrichment Program) budget, which is funded by Mustang Bucks (also \$26,000)
DONATIONS & MISC	\$ 45.87	\$ 50.00	\$ 130.00	Includes any unanticipated donations
EDUKIT INCOME	\$ 1,282.83	\$ 1,400.00	\$ 1,000.00	Online school supplies shopping site that collects approx. \$5.00 per kit profit for Manzanita, plus an optional donation. This amount represents the \$5.00 per kit based on 2015/2016 actual regular sales. See Edu-kit Sponsorship Income for optional donations portion

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EDUKIT OPTIONAL DONATION INCOME (NEW)	\$ 940.00	\$ 950.00	\$ -	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
E-SCRIP/SHOPPING INCOME	\$ 354.57	\$ 300.00	\$ 100.00	Amount is dependent upon awareness and willingness to participate
FRY'S INCOME	\$ 641.50	\$ 650.00	\$ 750.00	Amount is dependent upon awareness and willingness to participate
FALL BOOK FAIR (Net of Income and Expense)	\$ 4,468.31	\$ 4,000.00	\$ 4,000.00	Held in November in conjunction with Scholastic Books. Budgeted amount is based on 2016 Fall Book Fair income. \$21,000 revenue; \$17,000 expense
FIFTH GRADE TRIP INCOME	\$ 20,400.00	\$ 20,000.00	\$ 21,600.00	Payson field trip - funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2016/2017, field trip was \$200 per participating child (including chaperone costs). 2017/2018 cost will remain at \$200. Budget is based on approx. 100 students (4 classes with an estimated 25 students per class).
FIFTH GRADE TRIP SCHOLARSHIPS (NEW)	\$ -	\$ -	\$ -	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	\$ 8,422.50	\$ 7,000.00	\$ 10,260.00	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, arrangements will be made directly with a transportation company and the ticket offices in 2017/2018. The trip cost will be \$70 per participating child (including chaperone costs) rather than \$95 per participating child charged in 2016/2017.

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THIRD GRADE TRIP SCHOLARSHIPS	\$ -	\$ -	\$ -	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	\$ 3.20	\$ -	\$ -	Given current interest rates, this amount is negligible. Consequently, none is budgeted
READ-A-THON (SPRING EVENT/CARNIVAL) (Net of Income and Expense)	\$ (63.89)	\$ 5,438.50	\$ -	<p>Spring read-a-thon replaced carnival income in 2016/2017; amount is dependent on participation and number of sponsors. Expecting revenue of about \$5,100 for Spring 2017 read-a-thon. Amount shown is for prize expenses incurred before revenue comes in.</p> <p>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</p>
SCHOOL PICTURE INCOME	\$ 1,832.00	\$ 1,900.00	\$ 2,100.00	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)	\$ 4,515.05	\$ 3,500.00	\$ 3,500.00	Held in April in conjunction with Scholastic Books. Budgeted amount is based on estimated 2016 Spring Book Fair income of approximately \$3,500 (\$20,000 revenue; \$16,500 expenses). Several expenses have yet to be submitted for Spring Book Fair
YEARBOOK INCOME	\$ -	\$ 11,500.00	\$ 10,625.00	A collection of photos and memories that is published and sold at the end of the school year through the Inter-State website. Estimating sales of approximately 250 yearbooks at \$25 (regular price) and 175 at \$30 (late price). Cost varies with quantity ordered and is \$20.02 per book at 425 books. Estimated income \$11,500, expense \$8,508.50
TOTAL INCOME		\$ 91,863.50	\$ 94,865.00	
EXPENSES				

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ART SHOW	\$ 29.68	\$ 300.00	\$ 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	Parent Account with \$725 budget for 2017/2018
BACK TO SCHOOL WEEK SUPPLIES (NEW SUB-ACCOUNT)	\$ 31.45	\$ 600.00		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 (NEW SUB-ACCOUNT)	\$ 124.73	\$ 125.00		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
BANK CHARGES	\$ 26.70	\$ 100.00	\$ -	Fees charged by Bank of America (new bank in 2016-2017). Fees represent check imaging services and other misc. fees.
KINDNESS DAY/ BEN'S BELLS	\$ 640.13	\$ 650.00	\$ 650.00	Supplies for Kindness Day and Kindness End-of-the-Year Recognition
BOX TOPS EXPENSE	\$ 159.24	\$ 200.00	\$ 200.00	Amount represents postage costs for submitting Box Tops and cost of individual and class prizes for contest winners
BUS DRIVER APPRECIATION	\$ -	\$ 120.00	\$ 120.00	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	\$ 6,202.26	\$ 10,000.00	\$ 10,000.00	Budgeted amount represents \$250/per teacher reimbursement (Based on 40 teachers)

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CREDIT CARD PROCESSING FEES	\$ -	\$ 1,800.00	\$ -	Per transaction fees charged by credit card payment processors (includes PayPal fees). Will replace CFSD's InTouch Fees. Note: This does not include the monthly service fee for DonorSnap's payment processor, which is charged to FFO Admin Expense
MUSTANG BUCKS EXPENSE (DIRECT GIVING EXPENSE)	\$ 249.98	\$ 200.00	\$ 500.00	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 (NEW)	\$ 940.00	\$ 950.00	\$ -	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 (NEW)	\$ 150.00	\$ 500.00	\$ -	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)

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FIFTH GRADE RECOGNITION			\$ 1,100.00	Parent Account with \$1,150 budget for 2017/2018 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. Starting in 2017/2018 lunch and shuttle costs will be in a separate accounts to facilitate tax reporting. The remainder in this account is for supplies and other related costs. The total Fifth Grade Recognition budget for 2017/2018 budget is \$1,150 vs. \$1,100 in 2016/2017
FIFTH GRADE RECOGNITION SUPPLIES (NEW SUB-ACCOUNT)	\$ -	\$ 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 (NEW SUB-ACCOUNT)	\$ 114.73	\$ 115.00		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 (NEW SUB-ACCOUNT)	\$ -	\$ 650.00		Fifth grade recognition lunch provided by Sodexo for all graduating 5th graders. Will roll up into the Fifth Grade Recognition account

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FIFTH GRADE TRIP EXPENSES	\$ 19,976.49	\$ 20,000.00	\$ 21,600.00	Payson - funding is supplied by 5th grade families and trip is dependent upon receiving sufficient funding. For 2016/2017, field trip was \$200 per participating child (including chaperone costs and was based on 108 students). 2017/18 cost will remain the same but will be based on 100 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	\$ 100.00	\$ 350.00	\$ 1,000.00	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 \$250 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
INTOUCH FEES (OBSOLETE)	\$ 1,293.35	\$ -	\$ 1,800.00	Fees charged by CFSD for processing credit cards through InTouch (2.4% plus per transaction fee). Will no longer be needed once donor software is implemented. InTouch fees will be replaced by Credit Card Processing Fees
LIBRARY	\$ 1,845.80	\$ 2,250.00	\$ 2,250.00	The school librarian is responsible for these purchases. Funds are to be donated to CFSD and the librarian will purchase books and materials for the library through CFSD sources. 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	\$ 399.95	\$ 250.00	\$ 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. Budget was increased in 2016/2017 due to new scanner purchase, but can be decreased for 2017/2018
FFO ADMIN EXPENSE (NEW)	\$ 652.74	\$ 1,200.00	\$ 800.00	Cost of webhost, check printing, QuickBook annual fee, and donor management software/payment processor monthly fees (donor management & payment processor fees new in 2017/2018). Use Office Supplies (FFO) for office supplies purchases
OFFICE SUPPLIES (FFO)	\$ -	\$ 200.00	\$ -	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
OFFICE SUPPORT (OBSOLETE)	\$ 150.00	\$ -	\$ 500.00	Account was Office Support and included CFSD Directory purchases for new families, which will be discontinued in 2017/2018. Funds also included end-of-year paper purchase to replenish Manzanita's copy paper used by the FFO throughout the year. New account has been set up for paper purchase only (see Paper Donation)
PAPER DONATION (NEW)	\$ 350.00	\$ 500.00	\$ -	Was previously charged to Office Support, which will be discontinued in 2017/2018. 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)

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PLAYGROUND BALLS	\$ 201.80	\$ 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	\$ 97.50	\$ 100.00	\$ 150.00	Postage for mailing payments to vendors; most donor tax letters will be emailed upon receipt with new donor management software to be implemented in 2017/2018
FFO PRESIDENT'S FUND	\$ -	\$ 300.00	\$ 150.00	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 DISCRETIONARY FUND (OBSOLETE)	\$ 865.85	\$ -	\$ 1,000.00	Replaced by Principal's Fund and Principal's Staff Meals in 2017/2018 with no change in overall funding to facilitate tax reporting. Categories/purposes must be maintained for proper classification (donated meals and expenses vs. FFO program expenses)

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PRINCIPAL'S FUND (NEW)	\$ -	\$ 1,000.00	\$ -	<p>Replaces Principal's Discretionary Fund and Staff Development for tax reporting purposes</p> <p>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.)</p> <p>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</p>
PRINCIPAL'S STAFF MEALS (NEW)				Parent Account with \$1,000 budget for 2017/2018; meals may be purchased either through Sodexo or outside food vendors within overall \$1,000 budget limit
PRINCIPAL'S STAFF MEALS (NON-SODEXO) (NEW SUB-ACCOUNT)		\$ 800.00	\$ -	<p>Replaces Principal's Discretionary Fund and Staff Development for tax reporting purposes</p> <p>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)</p> <p>Will roll up into the Principal's Staff Meals account</p>

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PRINCIPAL'S STAFF MEALS (SODEXO) (NEW SUB-ACCOUNT)		\$ 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)
RAZ-KIDS & READING A-Z PROGRAMS	\$ -	\$ -	\$ -	Paid for as a special request in 2016/2017. In 2017/2018, will be paid for through Student Enrichment Program (SEP funds have been increased enough to cover this program for all grade levels)
REFRESHMENTS	\$ 571.94	\$ 775.00	\$ 775.00	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	\$ 83.04	\$ 100.00	\$ 150.00	Represents cost of materials to create custom signs for school events and the purchase of zipties
SITE COUNCIL	\$ 250.00	\$ 500.00	\$ 500.00	Cost of Family Education Evening and/or Speaker

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SPECIAL REQUESTS - EFFO-APPROVED (NEW/SPLIT OUT)	\$ 1,265.33	\$ 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 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 (NEW/SPLIT OUT)	\$ 5,765.50	\$ -		To be used for all unbudgeted expenditures that must be voted on in the general meeting (above and beyond the EFFO-approved limits above). This line item has no budget and is a direct hit to the FFO's bottom line
SPELLING BEE REGISTRATION	\$ 145.00	\$ 150.00	\$ 150.00	Cost of trophies and registration fees. Expense is dependent on registering for the event
STAFF APPRECIATION (FFO)	\$ 1,205.69	\$ 1,800.00	\$ 2,250.00	FFO provides monthly lunches and other tokens of appreciation to teachers and staff throughout school year
STAFF DEVELOPMENT (OBSOLETE IN 2017/2018)	\$ 891.55	\$ -	\$ 1,000.00	Now covered by Principal's Staff Meals. Primary expense was a meal for a staff retreat that occurs prior to the start of the new school year
STATUTORY AGENT	\$ 10.00	\$ 10.00	\$ 10.00	ACC Annual Filing Fee

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(SEP) STUDENT ENRICHMENT PROGRAM			\$ 27,000.00	<p>Parent Account of Student Enrichment Program (SEP) with \$26,000 budget for 2017/2018</p> <p>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 the FFO's direct giving campaign (Mustang Bucks) and other fundraisers. Starting in 2017/2018, SEP will be broken into several accounts to facilitate tax reporting but it is all one program funded primarily by direct giving (Mustang Bucks).</p> <p>Program purchases may be made in any categories but the overall spending per grade level must fall within their grade level's budget limits</p>
(SEP) STUDENT ENRICHMENT PROGRAM ADMISSION, SUPPLIES & MATERIALS (NEW SUB-ACCOUNT)	\$ 10,151.07	\$ 16,500.00		<p>Please see above parent account for all SEP accounts below, which will roll up into the SEP Program</p> <p>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)</p>
(SEP) FIELD TRIP TRANSPORTATION (NEW SUB-ACCOUNT)	\$ 3,434.68	\$ 3,500.00		<p>Payments to <u>Manzanita Elementary School</u> for bus and fuel costs for student field trips. Funded by direct giving (Mustang Bucks)</p>
(SEP) ARTIST IN RESIDENCE PROGRAM (NEW SUB-ACCOUNT)	\$ 5,509.60	\$ 5,500.00		<p>Payments to <u>CFSD</u> for visiting artists (Childsplay 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).</p>

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(SEP) SODEXO FOOD FOR SEP EVENTS (NEW SUB-ACCOUNT)	\$ 476.77	\$ 500.00		Payments to <u>CFSD only</u> 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	\$ 950.00	This covers the cost of the annual tax return
THIRD GRADE FIELD TRIP EXPENSE	\$ 8,422.50	\$ 7,000.00	\$ 10,260.00	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	\$ -	\$ 350.00	\$ 150.00	Spring event to showcase the talents of Manzanita students. Cost represents the printing of programs. Program printing costs had been donated the last few years and reduced budget of \$150 is being increased to \$350 again in 2017/2018
YEARBOOK EXPENSES	\$ -	\$ 8,508.50	\$ 8,500.00	This expense is covered by payments received by Inter-State Studios. Most yearbooks are purchased online and Inter-State issues a check for the sales less cost. The FFO purchases additional copies to be sold in the office. The 2017/2018 budget is based on an order of approximately 425 yearbooks costing approximately \$20.02. This is based on historical sales
TOTAL EXPENSES		\$ 91,863.50	\$ 94,865.00	
NET INCOME		\$ -	\$ -	Amount must be zero in order to have a balanced budget

*Note: YTD Actual Total Income, Total Expenses and Net Income are not calculated as 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. Calculating these totals would not reflect our true YTD Total Income, Expenses and Net Income. Our actual YTD Total Income as of 4/20/17 is \$112,232.20, Total Expenses are \$107,782.09, and Net Operating Income is \$4,450.11 (excludes cash withdrawn/reimbursed for beginning cash register cash for events, of which \$0 was outstanding at the time of this report). YTD Net Income as of 4/20/17 is \$4,506.76. We budget zero net income at the end of each school year.