

**MUSIC PROGRAM MANAGEMENT SYSTEM
PRO FORMA MASTER BUDGET TEMPLATE**

Name of School _____

Fiscal Year _____

Master Budget for Band

REVENUE

<i>Local School Activity Funds</i>	<u>FCPS Funded</u>	<u>Required Material Fees</u>	<u>FCPS Optional Trips</u>	<u>Total</u>
B-Interest Income		\$ -		\$ -
B-Annual Spring trip Funds			\$ 45,000.00	\$ 45,000.00
B-Marching Band Donations/Scholarships		\$ 862.34	\$ 11,550.00	\$ 12,412.34
B-Marching Band Fees*		\$ 16,384.39		\$ 16,384.39
B-Uniform Reserves				\$ -
Subtotal LSAF revenue		\$ 17,246.73	\$ 56,550.00	\$ 73,796.73
<i>FCPS Funded</i>				
Assessment Registrations	\$ 3,000.00			\$ 3,000.00
Design	\$ 2,000.00			\$ 2,000.00
Equipment (Capitalized)	\$ -			\$ -
Equipment (Non Capitalized)	\$ 2,000.00			\$ 2,000.00
Instructional support	\$ 2,000.00			\$ 2,000.00
Supplies	\$ 1,000.00			\$ 1,000.00
Trip Transportation	\$ 13,636.00			\$ 13,636.00
Subtotal FCPS Funded	\$ 23,636.00			\$ 23,636.00
Total Revenue				<u>\$ 97,432.73</u>

EXPENDITURES

<i>Local School Activity Expenditures</i>				
B-Marching Band Credit Card Fees		\$ 496.73		\$ 496.73
B-Marching Band Instrumental services/Accessories/Equipment		\$ 3,000.00		\$ 3,000.00
B-Marching Band Music, Arrangements, Copyright		\$ 4,000.00		\$ 4,000.00
B-Marching Band Other Expenses		\$ 300.00		\$ 300.00
B-Marching Band Supplies		\$ 3,750.00		\$ 3,750.00
B-Marching Band Uniforms		\$ 5,700.00		\$ 5,700.00
Subtotal LSAF Expenditures		\$ 17,246.73		\$ 17,246.73
B-Annual Spring Trip Accommodation			\$ 7,000.00	
B-Annual Spring Trip Activities			\$ 1,000.00	\$ 1,000.00
B-Annual Spring Trip Credit card fees			\$ 1,350.00	\$ 1,350.00
B-Annual Spring Trip Instructional Support			\$ 1,700.00	\$ 1,700.00
B-Annual Spring Trip Meals			\$ 5,500.00	\$ 5,500.00
B-Annual Spring Trip Other Expense			\$ -	\$ -

B-Annual Spring Trip Registration Expense	\$	1,500.00	\$	1,500.00
B-Annual Spring Trip Supplies	\$	1,500.00	\$	1,500.00
B-Annual Spring Trip Transportation/ Trucks/ Fuel	\$	7,000.00	\$	7,000.00
B-Annual Spring Trip Travel Broker Services	\$	30,000.00	\$	30,000.00
Subtotal LSAF Trips	\$	56,550.00	\$	56,550.00

FCPS Funded

Assessment Registrations	\$	3,000.00	\$	3,000.00
Design	\$	2,000.00	\$	2,000.00
Equipment (Capitalized)	\$	-	\$	-
Equipment (Non Capitalized)	\$	2,000.00	\$	2,000.00
Instructional support	\$	2,000.00	\$	2,000.00
Supplies	\$	1,000.00	\$	1,000.00
Trip Transportation	\$	13,636.00	\$	13,636.00
Subtotal FCPS Funded	\$	23,636.00	\$	23,636.00

Total Expenditures

\$ 97,432.73

Principal Name	Date
Principal Signature	
Booster Treasurer Name	Date
Booster Treasurer Signature	

Band Appropriated Funds (pro forma) *

REVENUE	Budget Category	Amount	Account Description	Examples of what should be charged to account
Appropriated Funds (pro forma)**	Assessment Registrations	\$ 3,000.00	Registration for assessment trips	Fees to register for assessment trips
	Design	\$ 2,000.00	Design	Drill design, music arrangement, writers
	Equipment (Capitalized)	\$ -	Equipment that cost \$5k or more	piano, tubas
	Equipment (Non Capitalized)	\$ 2,000.00	Equipment that cost less than \$5k	Computer, tablet, monitors, copiers, cabinets, chairs, desk, book cases
	Instructional support	\$ 2,000.00	Instructional support consist of cost associated with training and instruction	Accompanist, Clinician, instructional assistants
	Supplies	\$ 1,000.00	Supplies	work books, food etc.
	Trip Transportation	\$ 13,636.00	Transportation for assessment trips	Buses, fuel, trucks etc.
	Total	\$ 23,636.000		
EXPENDITURES				
Appropriated Funds (pro forma)**	Assessment Registrations	\$ 3,000.00	Registration for assessment trips	Fees to register for assessment trips
	Design	\$ 2,000.00	Design	Drill design, music arrangement, writers
	Equipment (Capitalized)	\$ -	Equipment that cost \$5k or more	Piano, tubas
	Equipment (Non Capitalized)	\$ 2,000.00	Equipment that cost less than \$5k	Computer, tablet, monitors, copiers, cabinets, chairs, desk, book cases
	Instructional support	\$ 2,000.00	Instructional support consist of cost associated training and design	Accompanist, Clinician, drill design, instructional assistants
	Supplies	\$ 1,000.00	Supplies	Work books, food etc.
	Trip Transportation	\$ 13,636.00	Transportation for assessment trips	Buses, fuel, trucks etc.
	Total	\$ 23,636.000		

* These are funds distributed to the school to assist with the cost for assessments which are recorded and maintained in FOCUS

** This budget is based on pro forma financial data

Example: Marching Band Consumables*

REVENUE

Local School Activity Funds

	Amount	Acct #	Account Description
B-Interest Income	\$ -	12404	Interest income Include money from Boosters, outside organizations or parents
B-Marching Band Donations/Scholarships	\$ 862.34	12402	
B-Marching Band Fees**	\$ 16,384.39	12401	Fees assessed and collected from the students
B-Uniform Reserves	\$ -	19499	Funds reserved for uniforms
Total	<u>\$ 17,246.73</u>		

Marching Band fee per student \$ 216

EXPENDITURES

Local School Activity Funds

B-Marching Band Credit Card Fees	\$ 496.73	12510	E-commerce processing fee- School Pay
B-Marching Band Instrumental services/Accessories/Equipment	\$ 3,000.00	12512	Instrument repair, equipment, accessories (sticks, mallets, mouthpieces, corks), accompanist
B-Marching Band Music, Arrangements, Copyright	\$ 4,000.00	12513	Music, musical arrangements, copyright, writers Additional expenses that don't fall into a budget category
B-Marching Band Other Expenses	\$ 300.00	12514	Drill books, paint, chalk, food, ear plugs, props, sets etc.
B-Marching Band Supplies	\$ 3,750.00	12516	
B-Marching Band Uniforms	\$ 5,700.00	12517	This includes gloves, T-shirts, socks, tights, shoes, cleaning , repair and protection
Total	<u>\$ 17,246.73</u>		

*This budget is based on pro forma financial data

**B-Marching Band Fees- Fees can be separated into installments if desired

Example: Trip Budget Worksheet- Band Annual Spring Trip*

REVENUE

<i>Local School Activity Funds</i>	Budget Category	Amount	Acct #	Account Description
	B-Annual Spring Trip Funds	\$ 45,000.00	16401	Trip Fees collected from the student's parents
	B-Marching Band Donation	\$ 11,550.00	16402	Includes money from Boosters, outside organizations or parents
	B-Uniform Reserves	\$ -	19499	Funds reserved for uniforms
	Total	<u>\$ 56,550.00</u>		

EXPENDITURES

Local School Activity Funds

	B-Annual Spring Trip Accommodation	\$ 7,000.00	16510	Accommodation and lodging
	B-Annual Spring Trip Activities	\$ 1,000.00	16511	Expenses categorized as other
	B-Annual Spring Trip Credit card fees	\$ 1,350.00	16512	E-commerce processing fee- School Pay
	B-Annual Spring Trip Instructional Support	\$ 1,700.00	16513	Instructors
	B-Annual Spring Trip Meals	\$ 5,500.00	16514	meals, water
	B-Annual Spring Trip Other Expense	\$ -	16515	
	B-Annual Spring Trip Registration Expense	\$ 1,500.00	16516	Registration for event/ trip
	B-Annual Spring Trip Supplies	\$ 1,500.00	16517	Reeds, drumsticks, strings, sewing, batteries, uniform items etc.
	B-Annual Spring Trip Transportation/ Trucks/ Fuel	\$ 7,000.00	16518	Buses, fuel, transportation for equipment e.g. trucks
	B-Annual Spring Trip Travel Broker Services	\$ 30,000.00	16519	Event company e.g. packaged events
	Total	<u>\$ 56,550.00</u>		

Band Annual Spring Trip fee per student

750

***This budget is based on pro forma financial data**