

SAMPLE
FY13 BUDGET REPORTS
& BUDGET ITEMIZATION FORMS
FOR:

Arts in the Classroom
Whole Schools Initiative
Model Schools



Arts in the Classroom – Budget Report-SAMPLE

Please itemize each item from your expenses and income on a separate page. Include only the income and expenses related to your AIC project.

Project Expenses	Cash match provided by the school	MAC Grant	Total
1. Professional Development		\$3100.00	\$3100.00
2. In-Service Training:	\$1500.00	\$400.00	\$1900.00
3. Model School Visit		\$232.00	\$232.00
4. Supplies	\$1000.00	\$268.00	\$1268.00
5. Other:	\$2180.00		\$2180.00
6. Total Cash Expenses:	\$4680.00	\$4000.00	\$8680.00

Project Income	Cash	In-Kind**
1. Title 1 Funds	\$3000.00	\$50.00
2. PTO Donations	\$1680.00	
3.		
4.		
5. Subtotal:	\$4680.00	
6. MAC Grant funds received:	\$2000.00	
7. MAC Grant funds owed:	\$2000.00	
8. TOTAL*:	\$8680.00	\$50.00

* Total project income must be equal to or greater than total project expenses.

** In-Kind is the cash value of goods and services contributed by sources other than the school or district (for example, work done by volunteers or donated materials or printing). Grantees must be able to produce records of in-kind contributions. In-kind contributions do not count towards your cash match.

SAMPLE

Arts in the Classroom Budget Itemization				
School's Name				
EXPENSES		<u>CASH MATCH</u>	<u>MAC</u>	<u>TOTAL</u>
Professional Development				
	10 AIC members to WSI Summer Institute @ \$250 each	\$0	\$2,500	\$2,500
	6 persons to WSI Fall Retreat @ \$50 each	\$0	\$300	\$300
	6 persons to WSI Spring Retreat @ \$50 each	\$0	\$300	\$300
		<u>\$0</u>	<u>\$3,100</u>	<u>\$3,100</u>
In-service training				
	Jane Doe@ \$700 workshop fee + \$100 travel	\$800	\$0	\$800
	John Q. Public (visual arts) @ \$700 workshop fee (no travel)	\$700	\$0	\$700
	Jane Doe@ \$400 workshop fee + no travel	\$0	\$400	\$400
		<u>\$1,500</u>	<u>\$400</u>	<u>\$1,900</u>
Model School Visit				
	Mileage to Jackson & back 180 miles @ \$.565	\$0	\$102	\$102
	Mileage to Hattiesburg & back 230 miles @ \$.565	\$0	\$130	\$130
		<u>\$0</u>	<u>\$232</u>	<u>\$232</u>
Supplies				
	I-Tune downloads and CDs	\$250	\$0	\$250
	Art Prints	\$300	\$0	\$300
	Easels	\$50	\$0	\$50
	Chalk, paint, brushes	\$200	\$268	\$468
	Art paper & clay	\$200	\$0	\$200
		<u>\$1,000</u>	<u>\$268</u>	<u>\$1,268</u>
Other				
	Tickets for student performance	\$800	\$0	\$800
	Hotel for WSI Summer Institute-\$80 x 5 rooms x 3 nights	\$1,200	\$0	\$1,200
	Meals for WSI Summer Institute	\$180	\$0	\$180
		<u>\$2,180</u>	<u>\$0</u>	<u>\$2,180</u>
	Total Cash Expenses	<u>\$4,680</u>	<u>\$4,000</u>	<u>\$8,680</u>
INCOME				
Title 1 Funds				
	District Office	<u>\$3,000</u>		
PTO				
	Money raised from dues and fundraisers	<u>\$1,500</u>		
MAC Funds Received		<u>\$4,000</u>		
	Total Cash Income	<u>\$8,500</u>		
IN-KIND SUPPORT				

	Donation from local art store	\$50		
	Total In-Kind Support	<u>\$50</u>		

Whole Schools – Budget Report-**SAMPLE**

Please itemize each item from your expenses and income on a separate page. Include only the income and expenses related to your WSI project.

Cash Expenses -- itemize on a separate page

		Cash Match	MAC Grant	TOTAL
1. Personnel (staff):	Administrative		\$1,000.00	\$1,000.00
	Artistic		\$2,000.00	\$2,000.00
	Technical/production			
2. Outside fees (contractors):	Artistic	\$4,600.00	\$1,000.00	\$5,600.00
	Other			
3. Space or equipment rental:		\$1,500.00	\$232.00	\$1,732
4. Travel:	Transportation	\$673.00	0	\$673
	Food	\$784.00	0	\$784
	Lodging	\$1,200.00	0	\$1,200.00
5. Marketing:	Printing	\$320.00	0	\$320.00
	Other			
6. Remaining expenses:	Postage			
	Supplies	\$2,082.00	\$668.00	\$2,750.00
	Insurance			
	Other		\$3,100.00	\$3,100.00
	Other			
7. Total cash expenses	(must not exceed total cash income)	\$11,159.00	\$8,000.00	\$19,158.00

Cash Income -- itemize on a separate page

		Cash	In-Kind**
1. Revenue:	Admissions	\$1,500.00	\$50.00
	Earned Income		
	Other revenue	\$2,000.00	
2. Private-sector support:	Corporate contributions	\$500.00	
	Foundation grants		
	Other private contributions		
3. Government support:	Federal		
	State/regional (other than MAC grants)		
	County		
	Municipal		
4. Grantee cash:		\$7,158.00	
5. Portion of the grant already received:		\$4,000.00	
6. Remainder of the grant due:		\$4,000.00	
7. Total	(must equal or exceed total cash expenses)	\$19,158	\$50.00

**Defined as the cash value of goods and services contributed by sources other than the grantee organization, such as work done by volunteers or donated office space. You must be able to produce records of in-kind contributions.

Whole Schools Initiative Budget Itemization	SAMPLE			
School's Name				
EXPENSES		CASH MATCH	MAC	TOTAL
1. Personnel (staff):				
Administrative				
	Project Director Stipend	\$0	\$1,000	\$1,000
Artistic				
	Spring Musical Director Fee (Music Teacher)	\$0	\$2,000	\$2,000
Technical/production				
		\$0	\$0	\$0
2. Outside fees (contractors):				
Artistic	Jane Doe@ \$1000 workshop fee + \$200 travel	\$1,200	\$0	\$1,200
	John Q. Public@ \$1200 workshop fee (no travel)	\$1,200	\$0	\$1,200
	Jane Doe@ \$2000 residency fee + no travel	\$1,000	\$1,000	\$2,000
	John Q. Public @ \$1200 workshop fee (no travel)	\$1,200	\$0	\$1,200
Other				
		\$0	\$0	\$0
3. Space or equipment rental:				
	Spring Musical Room Rental	\$500	\$102	\$602
	Spring Musical AV Rental	\$1,000	\$130	\$1,130
4. Travel:				
Transportation				
	Institute-Mileage to Meridian & back 260 miles @ \$.565 x 3 cars	\$441	\$0	\$441
	Fall Retreat-Mileage to Jackson & back 180 miles @ \$.565	\$102	\$0	\$102
	Spring Retreat-Mileage to Hattiesburg & back 230 miles @\$.565	\$130	\$0	\$130
Food				
	Institute-Meals for 10 people x 4 days	\$784	\$0	\$784
Lodging				
	Institute-5 rooms x \$80 x 3 days	\$1,200	\$0	\$1,200
5. Marketing:				
Printing				
	Spring Musical Programs	\$320	\$0	\$320
Other				
		\$0	\$0	\$0
6. Remaining Expenses:				
Postage		\$0	\$0	\$0
Supplies		\$0	\$0	\$0
	Art Supply Box for each teacher-\$75 each x 32 teachers	\$1,732	\$668	\$2,400

	Spring Musical Costumes/Set-Pieces	\$350	\$0	\$350
Insurance		\$0	\$0	\$0
Other		\$0	\$0	\$0
	10 members to WSI Summer Institute @ \$250 each	\$0	\$2,500	\$2,500
	6 persons to WSI Fall Retreat @ \$50 each	\$0	\$300	\$300
	6 persons to WSI Spring Retreat @ \$50 each	\$0	\$300	\$300
	Total Cash Expenses	<u>\$11,159</u>	<u>\$8,000</u>	<u>\$19,158</u>
INCOME				
1. Revenue				
Admissions				
	Spring Musical Ticket Sales			\$1,500
Earned Income				
Other Revenue				
	PTO Fall Fundraiser			\$2,000
2. Private-sector support:				
Corporate Contributions				
	Grant from John Doe Bank			\$500
Foundation Grants				
Other Private Contributions				
3. Government support:				
Federal				
State/regional (other than MAC grant)				
County				
Municipal				
4. Grantee Cash:				
				\$7,158
5. Portion of the grant already received:				
				\$4,000
6. Remainder of the grant due:				
				\$4,000
7. Total:				
				<u>\$19,158</u>
IN-KIND SUPPORT				
	Donation from local art store			\$50.00
	Total In-Kind Support			<u>\$ 50.00</u>

Model Whole Schools – Budget Report-SAMPLE

Please itemize each item from your expenses and income on a separate page. Include only the expenses related to your Model Schools project.

Grant Related Expenses -- itemize on a separate page		MAC Grant
1. Personnel (staff):	Administrative	
	Artistic	
	Technical/production	
2. Outside fees (contractors):	Artistic	
	Other	
3. Space or equipment rental:		
4. Travel:	Transportation	
	Food	
	Lodging	
5. Marketing:	Printing	
	Other	
6. Remaining expenses:	Postage	
	Supplies	
	Insurance	
	Other	\$1,500.00
	Other	
7. Total Expenses:		\$1,500.00

Model School Budget Itemization	SAMPLE	
School's Name		
EXPENSES		<u>MAC</u>
1. Personnel (staff):		
Administrative		
Artistic		
Technical/production		
2. Outside fees (contractors):		
Other		
3. Space or equipment rental:		
4. Travel:		
Transportation		
Food		
Lodging		
5. Marketing:		
Printing		
Other		
6. Remaining Expenses:		
Postage		
Supplies		
Insurance		
Other		
	5 members to WSI Summer Institute @ \$250 each	\$1,250
	5 persons to WSI Fall Retreat @ \$50 each	\$250
	6 persons to WSI Spring Retreat @ \$50 each	\$0
	Total Cash Expenses	<u>\$1,500</u>