

# Leigh Home and School Club

## Budget Meeting Minutes

### August 19, 2019

Present: Aine O'Donovan, Tamara Strachman, Amy Hogg, Nina Hokeness, Alec Ching, Amy Gardner, Rama Nemani, Carol Hoffheimer, Ann Auld, Kara Butler, Paula Jack, Maureen Currie

We held a budget review meeting in June. We set board financial priorities to guide the process. In no particular order

1. Library furniture phase 2
2. Technology
3. Mental health
4. Classroom resources
5. Positive school climate

Amy presented the proposed budget.

Budget vs actuals for last year with additional updates for extra membership drive income and donations

This year, based on prior year actuals:

Income

- **Annual giving** - \$30K budget; \$5K increase due to exceeding budget in prior year
- **Corporate matching** - \$8K; \$3K increase due to exceeding budget in prior year
- **Amazon** - \$1.5K budget for Smile program only; \$1.5K reduction from prior year due to phase out of higher paying plan
- Low **interest** rates at the moment so low budget (\$50)
- **College & Career Center** - \$600, same as prior year.
- Not budgeting for **large donations** as these are not guaranteed, but we are hopeful we will receive some large donations
- **Stampede** - \$3.5K budget (net after split with Boosters). Raised approx.\$11k in profits last year split evenly amongst all Boosters (Sports, Spirit and PAPA), each receiving \$2,800.
- **Grad Night** - \$32K total budget; plan to fundraise slightly less (profit last year) and should still cover costs
- **CCC** - \$600 budget, similar to prior year donations

Expenses

- **Administrative**: \$950 budget; up from \$725 in prior year due to business cards and \$150 annual fee for the online tool "Double the Donation" (cost split with sports boosters). This tool helps with corporate matching to streamline the process and hopefully increase corporate matching.
- **Board discretionary** - \$3K budget, consistent with last year
- **Campus Beautification** - \$4k budget; prior year included Eagle Scout project, plus \$2K from Annual Giving surplus, so brought budget back down to original \$4k
- **Classroom resources** - \$84k budget; \$100 per teacher, now 84 teachers

- **College & Career Center** - \$600, same as prior year. Offset by CCC income.
- **Communication** - \$600 budget; includes Constant Contact and webhosting. Increased from \$350 because District is now sharing over 1200 emails with us, which increases the Constant Contact fees. (Stampede emails boosts it even more, but a portion is included in Stampede line)
- **Community building** - \$650 budget; BTSN, mainly car stickers, banner
- **Community speaker** - \$6K budget; previously Parent Ed. Last year attendance was low. This year, speakers will present to parents, staff and students so that all groups will receive the same message. Keith Hawkins is already booked. Hoping to focus on building whole school culture (Also talking about doing district wide parent ed, possibly lead by Ed foundation)
- **Grad night** - \$32K budget; had slight profit last year which is being used for deposits for this year.
- **Grants - Administrative** - \$2.5k; reduction of \$2.5k as requests were filled from Donations received , so not used
- **Staff grants** - \$6k budget; increased this year to support staff
- **Unchanged library furniture, insurance, licences**
- **Presidential Discretion** - \$500 budget; increased to better support needs
- **Staff appreciation** - \$3.8k budget; increased to cover end of year catered breakfast, 3 orientations instead of 1
- **Positive school climate** - \$4K; includes Challenge day. Whole school will be involved this year (previously 300 students) Develops understanding, connection and acceptance amongst students.
- **Tax prep** - \$700; similar to prior year.
- **Technology** - \$3K; new line item. Felt it needed to be a priority as there is often a tech need that arises and several classes still do not have Chrome Carts. Can boost with additional donations and additional membership

Net loss approx. \$16k - running higher than in past because trying to spend down cash surplus. With additional donations last year, we struggled to spend down \$19,500 as planned. We only spent down \$4,604.

CCC and Center stage money is reserved, leaves us with \$26,485

Working with our budget (less grad night) a 15% reserve would be \$6,608

Currently looking at having \$10,280 estimated unrestricted cash balance at the end of the year of stay within budget. (so \$3,673 above the 15% advised)

Motion to approve budget for 2019/2020 school year as presented

Motion made by Amy Hogg

Seconded by Carol Hoffheimer

All in favor (none opposed, no abstentions).