

**Leigh High School Home and School Club  
2011-2012 Annual Budget  
Pam Stacks – Treasurer  
Todd Mendenhall – President  
Jenny Torres – Vice President**

# Leigh High Home and School Club – 2011-2012 Annual Budget

**This page intentionally left blank**

# Leigh High Home and School Club – 2011-2012 Annual Budget

## **Section I** **Purpose**

An annual budget shall be prepared and presented by the Treasurer to the Executive Board for approval at a meeting at the beginning of the school year to which it pertains. The budget shall also be presented to the general membership at Back-to-School night for approval at the beginning of the fiscal year to which it pertains.

## **Section II** **Components of Budget**

The Annual Budget will be comprised of the following sections:

1. Income
2. Expense
3. Balance Sheet and Bank Accounts

Within each Income and Expense section there will be the **Category** with dollars for the 2011-2012 School Year Budget, 2010-2011 School Year Budget and the Percentage Distribution of Spending in these Categories for the 2011-2012 School Year. The Balance Sheet and Bank Accounts will have projected balances at the beginning of the School Year.

The Home and School Club plans to receive \$29,950 and spend \$38,475 during the 2011-2012 School Year. The difference between the expenses and the income (\$8,525) will be supplemented through the use of savings (Wealth Management category on Balance Sheet).

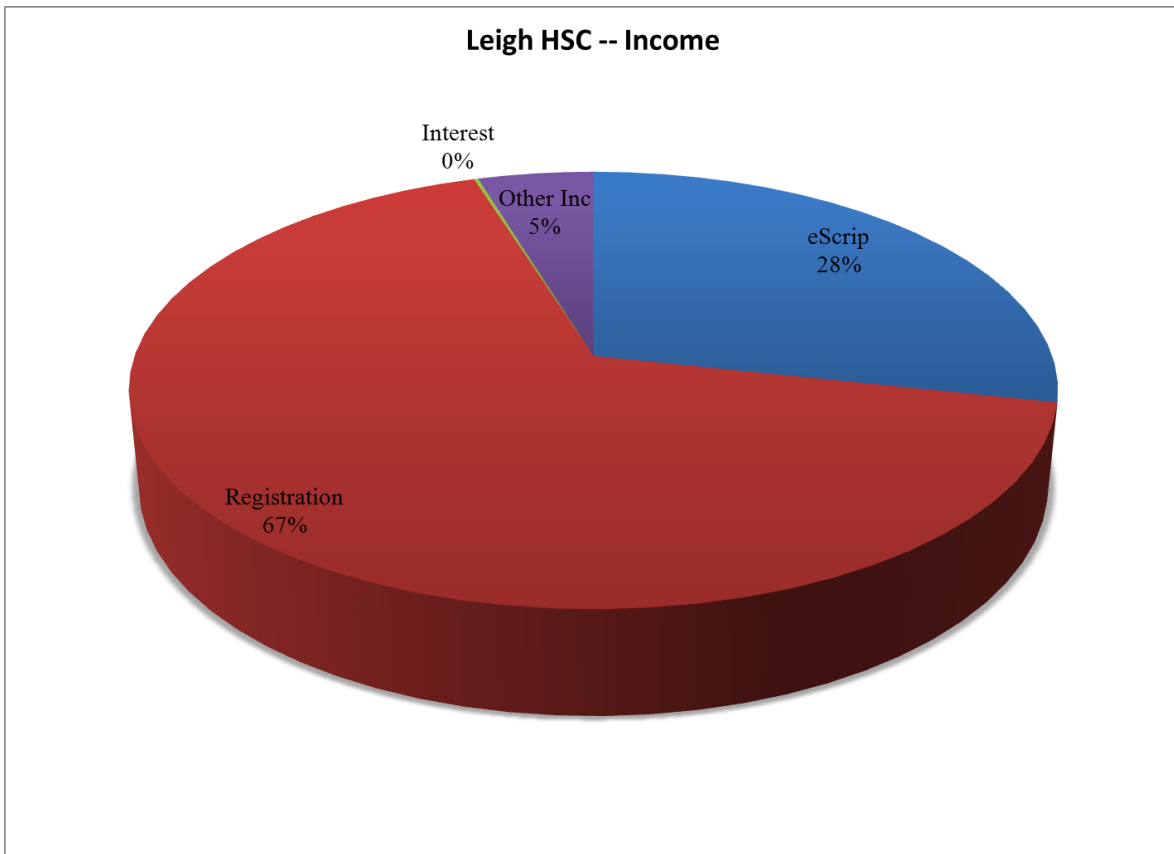
# Leigh High Home and School Club – 2011-2012 Annual Budget

## Section III Income

The Home and School Club derives Income primarily through the eScrip Rebate program along with our Annual Membership Drive (Registration). With renewed emphasis in promoting eScrip over the past several years we expect to see continued growth in participation rates in this category, and we believe we are being conservative in our budget estimate. The Other Inc is the category used for Tax Preparation Reimbursement. [H&SC oversees or is the umbrella organization for PAPA, Sports Boosters, Center Stage, and Grad Night – all of which spend \$345 each for tax preparation.]

The 2011-2012 Budget of Income for the Home and School Club is as follows:

Income	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
eScrip	8,500.00	9,510.29	6,000.00
Registration	20,000.00	19,205.00	19,000.00
Interest	50.00	52.14	100.00
Other Inc	1,400.00		
<b>Total</b>	<b>29,950.00</b>	<b>28,767.43</b>	<b>25,100.00</b>



# Leigh High Home and School Club – 2011-2012 Annual Budget

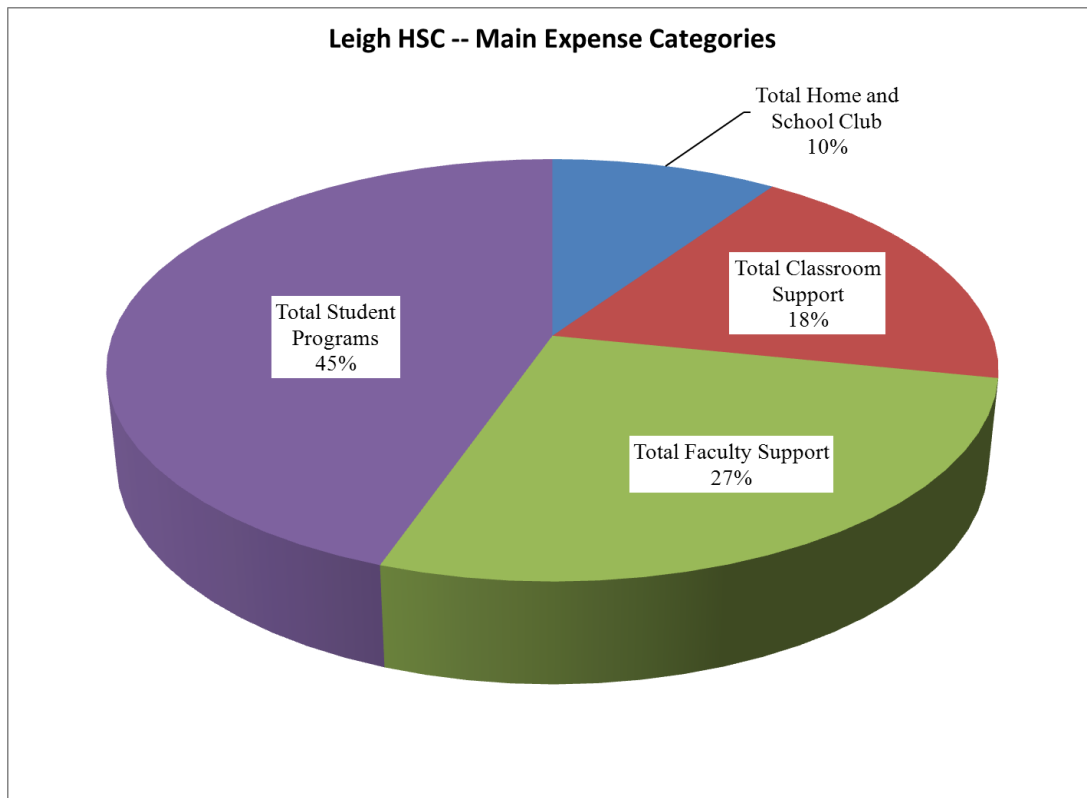
## Section IV Expense

The Home and School Club expends the funds raised during the school year to benefit the Leigh High School Community. While there is a certain amount of money dedicated to fund the Income, a significant majority of the Expenses benefit the Leigh High School Students and Faculty. [Budgeted amount for funds used to create Income is \$800]. These Expenses vary widely but can be categorized into Home and School Club, Classroom Support, Faculty Support, and Student Programs. Within these categories the most significant discrete spending items for the 2011-2012 School Year are Scholarships, Classroom Consumables, Grants, and Counseling.

The 2011-2012 Budget of Expense for the Home and School Club is as follows:

### Main Categories of Expenses

Main Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Total Home and School Club	3,575.00	1,867.49	4,125.00
Total Classroom Support	7,250.00	5,500.00	7,250.00
Total Faculty Support	10,600.00	10,919.26	7,400.00
Total Student Programs	17,050.00	11,540.34	12,050.00
<b>Total Expenses</b>	<b>38,475.00</b>	<b>29,827.09</b>	<b>30,825.00</b>

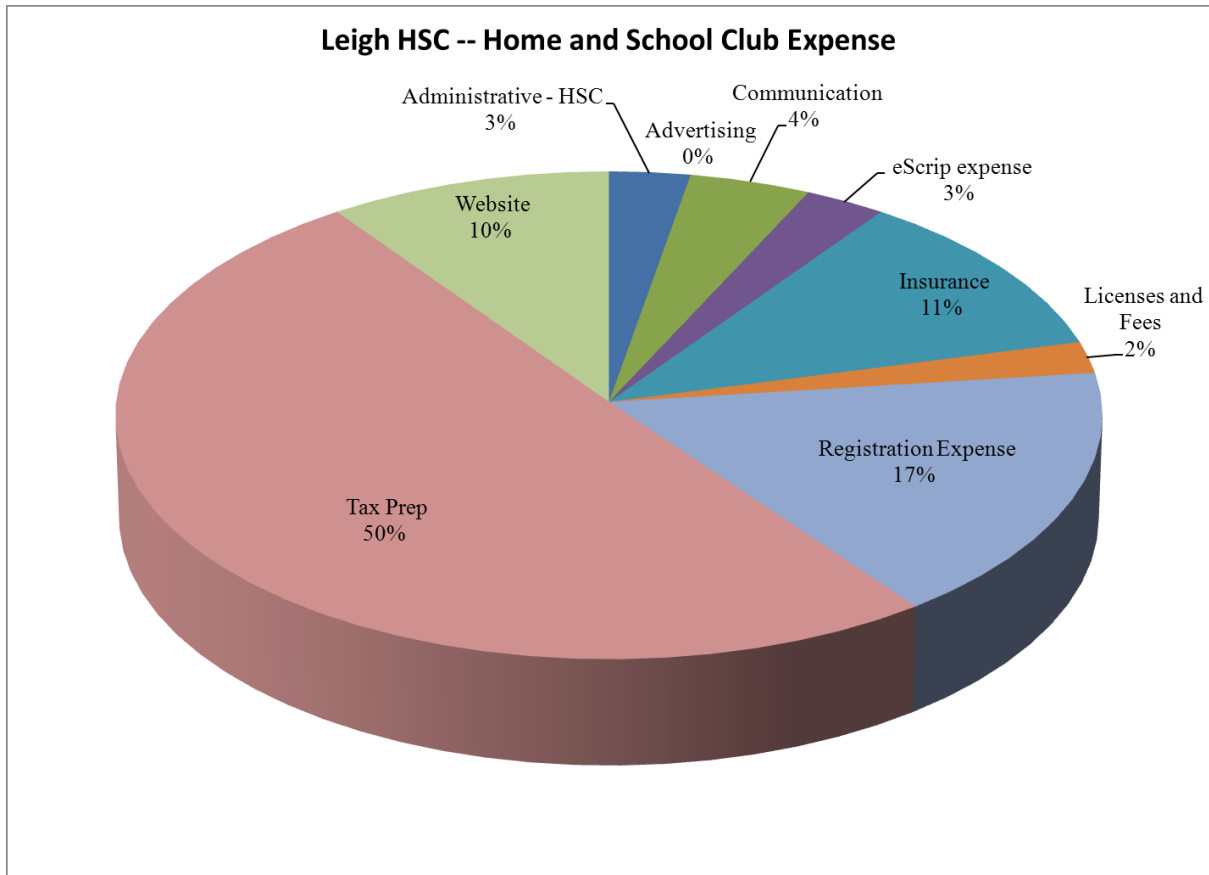


# Leigh High Home and School Club – 2011-2012 Annual Budget

## Home and School Club Expenses

The expenses in this category are necessary to fund our Home and School Club Activities. The expense can be categorized primarily as Administrative and Advertising. Expenses in this category are directly tied to over 60% of the money we fundraise throughout the year.

Home and School Club Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Administrative - HSC	100.00	202.23	100.00
Advertising	-	-	500.00
Communication	150.00	-	150.00
eScrip expense	100.00	216.89	200.00
Insurance	400.00	370.00	400.00
Licenses and Fees	75.00	75.00	75.00
Registration Expense	600.00	458.88	600.00
Tax Prep	1,800.00	350.00	1,800.00
Website	350.00	194.49	300.00
<b>Total Expenses</b>	<b>3,575.00</b>	<b>1,867.49</b>	<b>4,125.00</b>

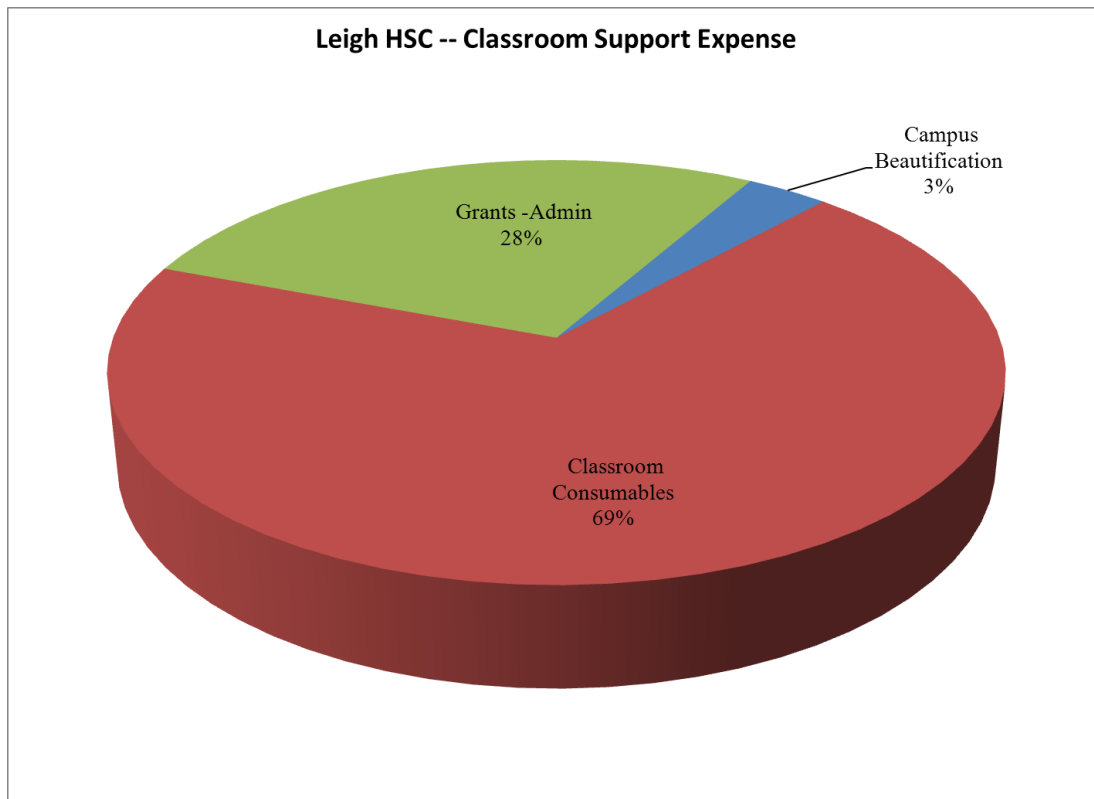


# Leigh High Home and School Club – 2011-2012 Annual Budget

## Classroom Support Expenses

The largest expenses in this category funds Classroom Consumables. This is achieved by donating money to the Campbell Union High School District that is put in an Office Depot or similar account for teacher utilization. The second largest expense is a Grant for the Administration that is used to fund student services.

Classroom Support Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Campus Beautification	250.00	-	250.00
Classroom Consumables	5,000.00	3,500.00	5,000.00
Grants -Admin	2,000.00	2,000.00	2,000.00
<b>Total Expenses</b>	<b>7,250.00</b>	<b>5,500.00</b>	<b>7,250.00</b>

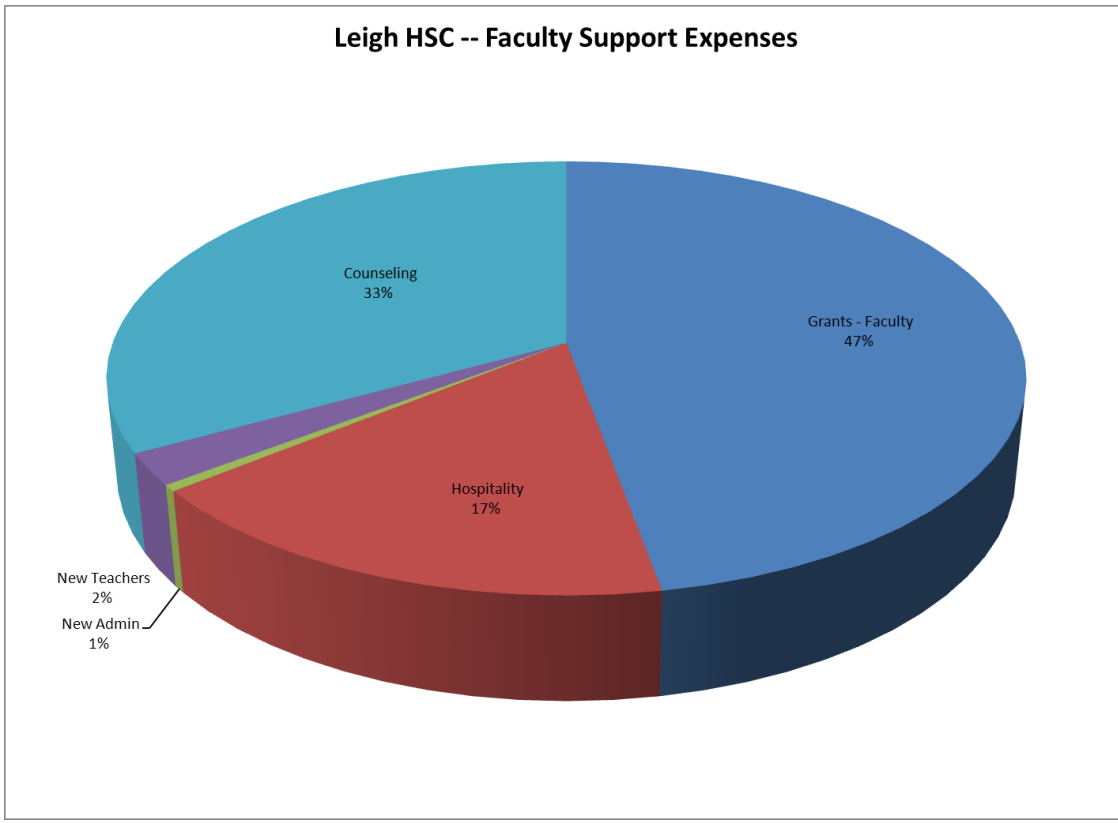


# Leigh High Home and School Club – 2011-2012 Annual Budget

## Faculty Support Expenses

The expenses in this category are intended to directly supplement the learning environment for our students and administrators, as well as provide financial assistance for the events we sponsor. The largest category is the Faculty Grant category, followed by counseling services. While counseling may directly benefit a particular student or family, it indirectly benefits the entire learning environment at Leigh High School. The Hospitality category enables our Hospitality committee to host events for both the community and faculty. The final categories New Admin and New Teachers are used to welcome new faculty and administrators.

Faculty Support Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Grants - Faculty	5,000.00	3,300.00	5,000.00
Hospitality	1,800.00	1,393.97	2,000.00
New Admin	50.00	64.00	200.00
New Teachers	250.00	161.29	200.00
Counseling	3,500.00	6,000.00	-
<b>Total Expenses</b>	<b>10,600.00</b>	<b>10,919.26</b>	<b>7,400.00</b>

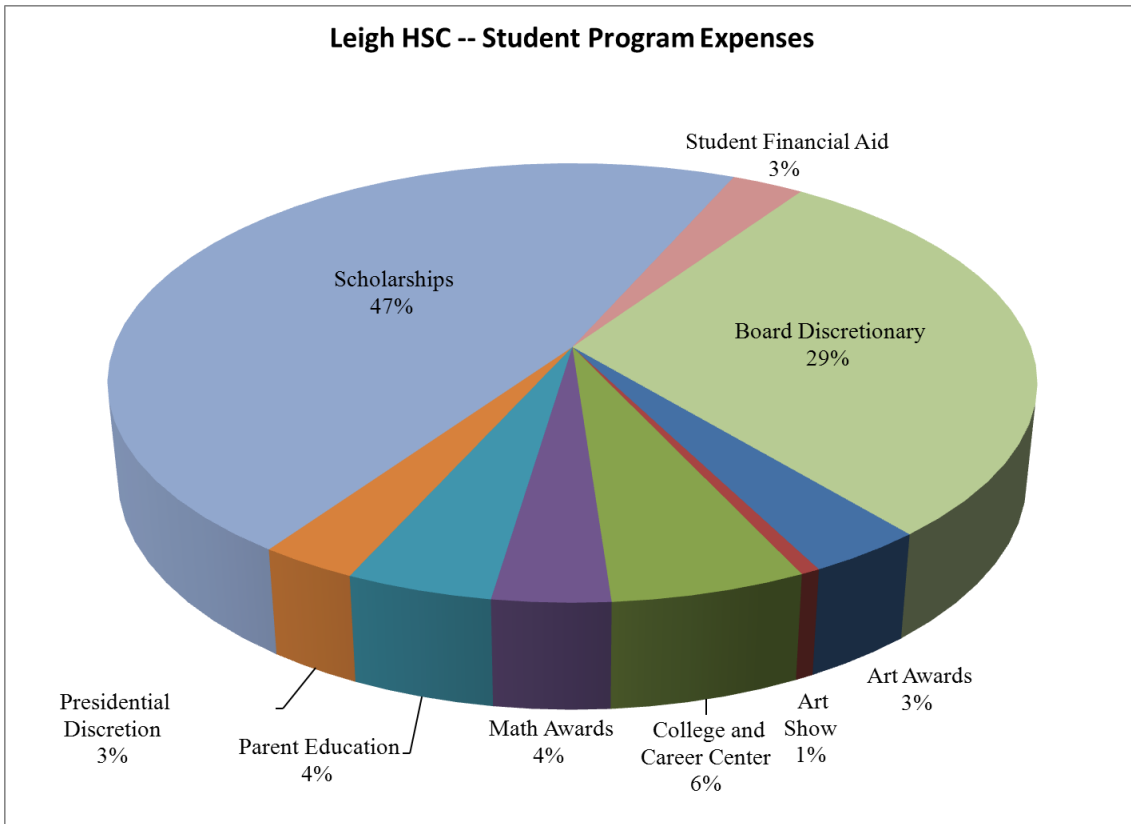


# Leigh High Home and School Club – 2011-2012 Annual Budget

## Student Program Expenses

The expenses in this category both directly and indirectly benefit our students. A large portion of this expense category is dedicated to recognizing students. These are the Art Awards, Math Awards, and Scholarship categories. The Presidential Discretion and Board Discretion categories allow us to dedicate funds toward unplanned expenses or programs that may come up during the year that we feel is important to fund. The Parent Education and College and Career Center expense categories are used to fund events that help educate our community and help our students determine their career path.

Student Programs Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Art Awards	600.00	600.00	600.00
Art Show	100.00	-	100.00
College and Career Center	1,000.00	340.34	1,000.00
Math Awards	600.00	600.00	600.00
Parent Education	750.00	-	750.00
Presidential Discretion	500.00	-	500.00
Scholarships	8,000.00	9,700.00	8,000.00
Student Financial Aid	500.00	300.00	500.00
Board Discretionary	5,000.00	-	-
<b>Total Expenses</b>	<b>17,050.00</b>	<b>11,540.34</b>	<b>12,050.00</b>



# Leigh High Home and School Club – 2011-2012 Annual Budget

## **Section V** **Balance Sheet and Bank Accounts**

Our Assets consist of our Checking, Savings and Wealth Management accounts. [Savings account is kept at a minimum, \$10.] Wealth Management account is a money market account with no fees as long as a balance of at least \$2500 is maintained.

The current balances are approximately \$6,400 in the Checking Account and \$33,400 in the Wealth Management Account, yielding a total asset of \$39,800.

For Liabilities, we set aside about \$2,500 each year to fund a quadrennial on campus Student Activity. This year we have a commitment of \$10,000 which will fund the event in the 2012/2013 academic year. [This is termed the SAC Reserve which is short for the Student Advisory Committee Reserve.]

The Total Equity, namely what we can spend or borrow from, is the Total Assets – Total Liabilities, in our case this is \$29,800.

Our practice is to move funds between the Checking and Wealth Management Accounts to enable us to cover our costs and to optimize our dividends.

## Leigh High Home and School Club – 2011-2012 Annual Budget

### Appendix A: 2011-12 Budget Summary

Income	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
eScrip	8,500.00	9,510.29	6,000.00
Registration	20,000.00	19,205.00	19,000.00
Interest	50.00	52.14	100.00
Other Inc	1,400.00		
<b>Total</b>	<b>29,950.00</b>	<b>28,767.43</b>	<b>25,100.00</b>
Expense Categories	2011/2012 Budget	2010/11 Actuals	2010/2011 Budget
Administrative - HSC	100.00	202.23	100.00
Advertising	-	-	500.00
Art Awards	600.00	600.00	600.00
Art Show	100.00	-	100.00
Campus Beautification	250.00	-	250.00
Classroom Consumables	5,000.00	3,500.00	5,000.00
College and Career Center	1,000.00	340.34	1,000.00
Communication	150.00	-	150.00
eScrip expense	100.00	216.89	200.00
Grants - Admin	2,000.00	2,000.00	2,000.00
Grants - Faculty	5,000.00	3,300.00	5,000.00
Hospitality	1,800.00	1,393.97	2,000.00
Insurance	400.00	370.00	400.00
Licenses and Fees	75.00	75.00	75.00
Math Awards	600.00	600.00	600.00
New Admin	50.00	64.00	200.00
New Teachers	250.00	161.29	200.00
Parent Education	750.00	-	750.00
Presidential Discretion	500.00	-	500.00
Registration Expense	600.00	458.88	600.00
Scholarships	8,000.00	9,700.00	8,000.00
Student Financial Aid	500.00	300.00	500.00
Tax Prep	1,800.00	350.00	1,800.00
Website	350.00	194.49	300.00
Counseling	3,500.00	6,000.00	-
Board Discretionary	5,000.00		
<b>Total Expense</b>	<b>38,475.00</b>	<b>29,827.09</b>	<b>30,825.00</b>