



Manor Band and Guard Boosters
P.O. Box 851
Manor, TX 78653-0851
Isaac Medina, Director of Bands MISD

December 7, 2015

6:30 p.m.

Manor High School Band Hall

1. Call to Order/President's Update – Shauna LaFrance
 - a. Approval of November 9 meeting minutes
 - b. Approval of \$188 payment to Mr. Kennedy, fall marching tech (Mr. Medina to present)
2. Treasurer's Update – Kevin Adams
 - a. Current balance/outstanding obligations
3. Fundraising Update – Venishia Taylor
 - a. Popcorn sale final numbers
 - b. Distribution of funds (Shauna to present)
4. Housekeeping – Isaac Medina
5. Adjourn

Balances

- 2014 December Balance: **\$5,415.54**
- 2015 January Balance: **\$5,253.25**
- 2015 February Balance: **\$5,253.25**
- 2015 March Balance: **\$5,253.25**
- 2015 April Balance: \$6,681.51
- 2015 May Balance: **\$5,629.39**
- 2015 June Balance: **\$8,718.98**
- 2015 July Balance: **\$8,693.36**
- 2015 August Balance: **\$8,772.36**
- 2015 September Balance: **\$6,288.79**
- 2015 October Balance: **\$9,868.61**
- 2015 November Balance: **\$10,943.31**
- 2015 December Balance: **\$10,477.90**

Spent

- Concessions - **\$408.51**

Concession Expense	408.51
Home Depot	19.97
Concessions	19.97
Sam's Club	388.54
Concessions	388.54

- General Supplies Expense - **\$104.17**

Other Fundraisers	104.17
Veneshia Taylor	104.17
Supplies	104.17

TOTAL - \$512.68

Income

- Concessions - **\$1,574.92**
- Donations (Amazon Smile) - **\$10.06**

Total - \$1,584.98

Net Income – \$1,584.98 - \$512.68 – \$608 (Petty Cash) = \$464.30

To be Reserved

- Taxes – **(\$1,430.46)**

TOTAL - \$1,430.46

Account Balance – To be Reserved

- December - \$5,140.90
- January - \$5,253.25
- February - \$4,694.31
- March - \$5,253.25
- April – \$5,733.46
- May - \$5,674.39
- June - \$7,186.50
- July - \$6,695.88
- August - \$5,338.49
- September - \$4,889.28
- October - \$8,227.11
- November - \$9,138.63
- December - \$9,047.44

Required Future Expenses

- 2016 Local State Taxes (Jan) – (see above)
- 2016 Franchise (Jan) - \$50
- 2016 Insurance (Aug) - \$650
- 2016 PO Box (Aug) - \$35
- 2016 Sam's Club Membership (Aug) - \$100
- 2016 Annual Concessions Startup Money (Aug) – \$3,000

Total **\$5,265.46**

Available to Spend – Required Future Expenses

2014 December Total – \$1,405
2015 January Total – \$1,518
2015 February Total – \$874.31
2015 March Total – \$1,433
2015 April Total - \$1,913.46
2015 May Total - \$1,854.39
2015 June Total - \$3,366.50
2015 July Total – \$2,910.88
2015 August Total - \$2,338.49
2015 September Total - \$1,054.28
2015 October Total - \$2,892.11
2015 November Total - \$5,303.83
2015 December Total - \$5,212.44

Unfunded Potential Future Expenses

- Trailer - \$10,000
- Wind Ensemble Dinner - \$350
- Band Banquet - \$2,500

Total - \$12,850



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November 9, 2015

The meeting was called to order at 6:41 p.m. by Shauna LaFrance, Band Booster President.

1. President Update presented by Shauna LaFrance
 - a. Meeting minutes from October 5 were read. Motion to approve noting correction to Monita Henley's last name (motion to adjourn 10/5 meeting) by Dallas Hutton, with second by Sonia Wallace.
 - b. Language regarding debit cards for big purchases was reviewed. Motion to approve by Dallas Hutton with second by Kim Goode.
 - c. Will be adding Vice President to the bank account to ensure that at least 2 Board members are available to sign checks if needed.
2. Treasurer's Update presented by Kevin Adams (full report attached)
 - a. Balance November 1 - \$10,943.31
 - b. Upcoming expenditures:
 - i. 2016 Local State Taxes (Jan) – \$1,427.98
 - ii. 2016 Franchise (Jan) - \$50
 - iii. 2016 Insurance (Aug) - \$650
 - iv. 2016 PO Box (Aug) - \$35
 - v. 2016 Sam's Club Membership (Aug) - \$100
 - vi. 2016 Annual Concessions Startup Money (Aug) - \$3,000
 - vii. Total: \$5,265.46
 - c. Available to spend - \$5,303.83
 - d. Unfunded Potential Future Expenses
 - i. Trailer - \$10,000
 - ii. Wind Ensemble Dinner - \$350
 - iii. Band Banquet - \$2,500
 - iv. Total - \$12,850
3. Fundraising presented by Venishia Taylor
 - a. Upcoming Fundraisers
 - i. Popcorn sales – Order forms will go out before Thanksgiving Break. Orders due back December 1 with money. Orders will be placed and back for distribution before Christmas break.

4. Housekeeping presented by Mr. Medina
 - a. December 10 – Wintry Mix
 - b. Finals taking place this week
 - c. Playoff game this Friday at Bryan High School. Schedule will be posted.
 - d. April 30th – possible Sound Wave competition to replace the Dallas trip.
5. Committee for Band Banquet
 - a. Alisha Gonzalez
 - b. Monita Henley
 - c. Edna Romero
 - d. Denise Jimenez
 - e. Griselda Guerrero
 - f. Kevin Adams
 - g. Rachel Almaguer
 - h. Miriam Robles
6. Motion to adjourn was made by Dallas Hutton with second by Rachel Almaguer.

Meeting adjourned at 7:17 p.m.

Balances

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Spent

- Band Activities (Everything Day & Props) - **\$585.12**

<input type="checkbox"/> Band Activities Expense	\$	585.12
<input type="checkbox"/> Manor ISD	\$	374.22
Everything Day	\$	374.22
<input type="checkbox"/> Props	\$	210.90
Props	\$	210.90

- Concessions - **\$1,246.42**

<input type="checkbox"/> Concession Expense	\$	1,246.42
<input type="checkbox"/> Home Depot	\$	19.97
Concessions	\$	19.97
<input type="checkbox"/> Sam's Club	\$	1,016.35
Concessions	\$	1,016.35
<input type="checkbox"/> Walmart	\$	210.10
Concessions	\$	210.10

- Bandtober - **\$352.42**

<input type="checkbox"/> Bandtober Fundraiser	\$	352.42
<input type="checkbox"/> Party City	\$	37.73
Bandtober	\$	37.73
<input type="checkbox"/> Sam's Club	\$	237.40
Bandtober	\$	237.40
<input type="checkbox"/> Walmart	\$	77.29
Bandtober	\$	77.29

- General Supplies Expense - **\$41.64**

Business Expense	\$	41.64
Walmart	\$	41.64
Supplies	\$	41.64

TOTAL - \$2,225.48

Income

- Band Activities - **\$374.22** (Everything Day)
- Concessions Income - **\$5,398.00**
- Merchandise Sales - **\$252.24**
- Spirit Nights - **\$39.24**
- Bandtober - **\$879.86**
 - **\$375** vendor fees (\$150 collected in September)
 - **\$334** raffles and tickets
 - **\$288** concessions sales
- Donations - **\$150.00**

Total - \$7,096.56

Net Income – \$7,096.56 - \$2,225.48 – \$1,597.22 (Petty Cash) = \$3,273.86

To be Reserved

- Everything Day Check – **(\$374.22)**
- Taxes – **(\$1,430.46)**

TOTAL - \$1,804.68

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2014 November Total – (\$65)

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