

**Arthur Ford Home and School Association  
2023/2024 Proposed Budget**

Account Breakdown	
Most Recent Bank Balance	
Total Committed Funds (inc. buffer)	
<b>Available to Spend in Account:</b>	<b>\$ -</b>

Breakdown of Fundraising Profit	
Estimated Total Funds Received	\$ -

GRAD of Fundraising Profit	
Estimated Total Funds Received	\$ -

	Ideal Budget	Conservative Budget
<b>Total Projected 2022/2023 Budget</b>	<b>\$0.00</b>	<b>\$3,500.00</b>
<b>Total Actual Spent to Budget</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Remaining to Spend (to Budget)</b>	<b>\$0.00</b>	<b>\$3,500.00</b>

School Spirit, Engagement & Events	Budget 23/24	Actual Spent	Forecasted Spending	Est. Year End Difference	Notes	Conservative Budget	
						Budget Items	Budget 23/24
Parent & Student Engagement Initiatives	\$2,000.00			\$2,000.00	Ex: Meet the Teacher, H&S Meet & Greet (School Council to access PIF funds and apply for Pro Grant Funds first), Read-A-Thon, Theme Days, Pancake/Pizza Lunch, Holiday/Seasonal/Event Give-Aways, Rocks and Rings, Mad Science, Growing Chefs, Math Literacy, Mental Health, Physical Well Being, Guest speakers, Carnival, Kindergarten Orientation	Engagement Initiatives	\$700.00
Annual Firebird Family Picnic	\$2,000.00			\$2,000.00	Refer to "Special Events" section of the H&S Standing Rules and Best Practices.		
Hospitality	\$300.00			\$300.00	Thank you's, bereavement, recognitions (staff and/or community members), Staff Appreciation Lunch *Funds are used to top up Parent donations of \$ or food/supplies for staff lunch. Refer to "Special Events" section of the H&S Standing Rules and Best Practices.		
Graduation	\$400.00			\$400.00	Grad donation from H&S		
<b>Subtotal</b>	<b>\$4,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,700.00</b>		<b>Subtotal</b>	<b>\$1,000.00</b>
Field Trips	Budget 23/24	Actual Spent	Forecasted Spending	Est. Year End Difference	Notes	Budget Items	Budget 23/24
Field Trips & Year End Classroom Celebrations	\$3,600.00			\$3,600.00	\$200/classroom (use RFF process to gain approval) See caveat for intent of the field trip funds and for direction on how H&S and school admin are to utilize the spending of these funds.	All Field Trips	\$400.00
Other Division/School Field Trip Needs	\$900.00			\$900.00	Funding to support division/whole school trips and to support students with special needs who might require additional financial support in order to participate in a field trip with the rest of their class.		
<b>Subtotal</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>		<b>Subtotal</b>	<b>\$400.00</b>
Operating Costs	Budget 23/24	Actual Spent	Forecasted Spending	Est. Year End Difference	Notes	Budget Items	Budget 23/24
Misc Fees/Supplies	\$250.00			\$250.00	Bank Fees, Cheques, Office supplies	Misc Fees/Supplies	\$150.00
Insurance/Membership Fees	\$100.00			\$100.00	Mandatory OFHSA Liability Insurance paid to OFHSA to cover Association & Members	Insurance	\$100.00
Hot Lunch Expense	\$450.00			\$450.00	Annual Fees and Expenses (ie. Online order platform & any related hot lunch expenses in current or upcoming year)	Hot Lunch Expense	\$350.00
Childcare	\$100.00			\$100.00	In-person meetings (i.e. 10 meetings x \$10)		
Membership & Conference Costs	\$300.00			\$300.00	To assist in covering the cost of membership fees where there is a need, and to assist in sending members to Home & School		
<b>Subtotal</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,200.00</b>		<b>Subtotal</b>	<b>\$600.00</b>
Class or School Enhancement	Budget 23/24	Actual Spent	Forecasted Spending	Est. Year End Difference	Notes	Budget Items	Budget 23/24
Music Program	\$300.00			\$300.00	Repairs, new instruments, items needed to keep instruments in good condition, online programming to	All Class and/or School Enhancements	\$1,500.00
Literacy Improvements	\$300.00			\$300.00	Library or classroom to enhance literacy - Seating, Books, Supplies and upgrading of resources/learning materials		
Division or Classroom Requests	\$3,300.00			\$3,300.00	Amount determined by need/requests from school Admin. Includes Technology and consumables. See caveat, regarding lump sum for each class/support teacher.		
Outdoor Enhancement	\$300.00			\$300.00	Playground equipment, painted games, repairs etc		
Clubs/Teams/Intramurals	\$200.00			\$200.00	Supplies needed to support club & team endeavours/initiatives/equipment/uniforms		
<b>Subtotal</b>	<b>\$4,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,400.00</b>		<b>Subtotal</b>	<b>\$1,500.00</b>
<b>Total Ideal Budget</b>	<b>\$14,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$14,800.00</b>		<b>Total Conservative Budget</b>	<b>\$3,500.00</b>

**Arthur Ford Public School Home and Association  
2023/2024 Budget Caveats**

**1. Field Trips**

**\*Revisit next year once Apple has used up or designated all of their funds**

- Arthur Ford Public School teachers and/or administration who do not already have access to other funding sources for field trips, apart from parent field trip fees and/or classes that already had funded field trips for the school year, can submit a request
- Administration shall provide the admin approved request for funds to Home and School Executive for consideration
- The requests will be voted on (or deferred for further discussion) by association members during the regular scheduled monthly meetings.

**2. Carry-Over & Surplus Funds**

2.1. Every year a carry-over amount will be decided upon to cover purchases needed early in the following school year before fundraising gets going. suggestions entertained and voted on in order to gain consensus on how the surplus should be spent (ex: allocate it towards a capital project and carry it over, find a need not previously discussed/anticipated or one that was previously turned down and spend the money in the current school year).

2.3 Home & School is considered a "Not for Profit" organization, therefore we should not be carrying forward large bank balances unless the funds are designated for a large project such as playground equipment. Fundraising should be planned in order to meet

**3. Division/Classroom Requests – Consumables**

- Amount set within budget amount to account for consumables. Consumables refers to small purchases made by teachers and/or staff for in class activities.
- Amount allotted to teachers and/or staff will be determined each year and will be notified of approved spending amounts. Eg. \$50 for the year for small purchases made for crafts, classroom events, or other classroom needs, etc.
- Teachers and/or staff will submit receipts every few purchases to Home & School.
- If teachers/staff do not use their allocated consumable funds by the end of March their funds will be returned to the budget and considered available to be spent on other division/classroom needs.

Associations should not carry forward large cash bank balances as they are considered "Not for Profit" organizations. Sufficient funds for start-up in the new school year should be carried forward. Funds may be carried forward when designated for a large project, such as playground equipment.

**4. Mandatory Items**

4.1. Within the general designated amounts for our budget, there will be 'mandatory' items which are yearly standing items and must be recognized in dollar amounts proposed.