

## Holly Springs High School Band Boosters Meeting November 14, 2011

In Attendance: Jessica Stygles, Susan Buck, Susan Harrell, Beth Gaughan, Mike & KT Brown, Sandy Mueller, Danita Lea, Rhonda Spurlin, Howard Krovetz, Mary Beth Foil, Teresa Bozzano, Beth Martinez de Andino

October minutes were approved.

### ***Treasurer's Report:***

- Everybody's invoices have been entered. We will be accepting online payments soon.
- Each online transaction costs the band fifty cents, but it is automatically entered into Quickbooks, which saves the Treasurer time. We need a good email address for each family to receive invoices.
- We are overspent on the backdrops, which was put on our credit card. We discussed putting additional controls on credit card usage to prevent similar spending issues in the future. At the moment we need two signatures on even a \$10 check, but the credit card is freely usable.
- Howard asked Mike & Mary Beth to come up with a proposal for guidelines regarding credit card usage, which will necessitate a change to the bylaws. We discussed having a limit above which approval would be required, or a standard procedure which requires at least two board members' approval for any amount. We also discussed having a set budget for travel spending. The credit card is paid in full every month.

### ***VP Report: Howard***

- Winter percussion is upcoming. We intend to have better communication for that this year. If anyone is interested in spearheading this effort, please let Howard know. It's not a big commitment, mainly managing an email distribution list.
- Howard would like to have a party for volunteers in upcoming weeks, as we had a fantastic volunteer force this year, which we really appreciate!
- Concert band outfits are backordered. The girls' wind ensemble outfits will be tried on tomorrow. The boys' fittings are still forthcoming.
- If a student is moving up into a different band, or is leaving the band, we would really appreciate any donations of concert attire as it is expensive. We can receipt students for these donations.
- Even though they say "dry clean only" - the girls' concert band attire is machine washable on the gentle cycle. Touch base with Jane Krovetz for additional information.
- Once the parades are over, we will request that the marching uniforms be washed. We have volunteers signed up to take care of that. We will get those checked in earlier than we did last year, and if students want them for photos or something, we can let them borrow them for a certain period of time.

### ***Spring Trip Committee***

- Susan Harrell is heading up a committee to gather information for and organize a potential spring trip.
- Howard mentioned that planning for a potential spring trip will take place FAR in advance compared to the Busch Gardens trip. We plan to gather parents together and lay out the options for them and allow a vote to determine which type of trip we will be doing (and corresponding expense), if any. All future trips should be approved by the parents before letting the kids know about them.
- We discussed having a confidential (possibly online) vote to determine commitment, so nobody feels singled out that they are unable to pay for or commit to another trip this year.

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- Susan asked for some guidance in terms of timeframes, educational components to a trip, etc. Mike indicated she needs to talk to Mr. Biasi directly to get clarification on some of these questions. Mike and Howard said they could also help with some preliminary issues.
- We would like to know yes or no regarding a trip and a dollar amount in December, so we need to send out the survey ASAP so we can get in our commitment, and allow people lead time for money, etc. Surveys are quick to put together, and we should allow a short window for people to respond so they don't put it off.

### Survey Questions Discussed:

- State dates and trip options including budgets
- Are you a student or a parent
- Which band is your child in (concert vs. wind ensemble)
- I do not wish to commit to any trip for this season
- I could do either trip option
- I could commit to the less expensive trip
- Would you be willing to chaperone at full price
- Would you be willing to chaperone at half price
- Grid showing which types of trips and their corresponding prices (Disney 200, Disney 400, DC 200, DC 400, etc.)

### **Fundraising**

- Tomorrow is our fundraiser at All Aboard Pizza. Kids will be performing from 6:30-8:30. We get 10% of the proceeds from 5:00 to 9:00. The next one will be December 6<sup>th</sup>.
- This is the last week of the fruit fundraiser. Everything is due Friday. Delivery is expected from December 9<sup>th</sup> to 11<sup>th</sup>.

### **RBC Center**

- We've discovered that the fee for stand leaders is not what we had originally expected. We would like to reorganize the payments so it is based on the number of stands per event – and arrange it so that there is one leader per multiple carts. Voting is still ongoing regarding this issue, so we will report on this once the issue is resolved.
- We would like to see if the HawkBlast could publicize the stands and the events so people could purchase refreshments from our stands. We could also put the events and stand numbers on the band calendar, so people could find it easily.
- We need to investigate RBC for next year and determine if there is enough interest to continue the program next year at the additional level of adopting a stand.
- Many of us would like to see investigate other options that may raise more money for us for our time and efforts.

The meeting was adjourned.

Respectfully submitted,  
Jessica Stygles

**HSHS Band Boosters**  
**Balance Sheet**  
As of October 31, 2011

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Barter	0.00
Checking	2,648.16
Band Booster General Funds	10,067.09
Student Financial Assistance	1,000.00
<b>Total Checking</b>	<b>13,715.25</b>
Savings	1,014.15
<b>Total Bank Accounts</b>	<b>\$14,729.40</b>
<b>Accounts Receivable</b>	
11000 Accounts Receivable	18,927.76
<b>Total Accounts Receivable</b>	<b>\$18,927.76</b>
<b>Other Current Assets</b>	
11500 Various P/Y Cleveland Trip A/R	0.00
12000 Undeposited Funds	3,492.00
<b>Total Other Current Assets</b>	<b>\$3,492.00</b>
<b>Total Current Assets</b>	<b>\$37,149.16</b>
<b>Fixed Assets</b>	
<b>17000 Vehicles</b>	
17000 Vehicles	3,550.00
Depreciation	-2,528.00
<b>Total 17000 Vehicles</b>	<b>1,022.00</b>
<b>Machinery &amp; Equipment</b>	
Depreciation	-209.00
Original Cost	1,463.33
<b>Total Machinery &amp; Equipment</b>	<b>1,254.33</b>
<b>Total Fixed Assets</b>	<b>\$2,276.33</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$39,425.49</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Credit Cards</b>	
CC Four Oaks - VISA	2,351.70
<b>Total Credit Cards</b>	<b>\$2,351.70</b>
<b>Other Current Liabilities</b>	

	<b>Total</b>
<b>22000 Student Accounts</b>	-2,359.77
<b>Total Other Current Liabilities</b>	<b>\$ -2,359.77</b>
<b>Total Current Liabilities</b>	<b>\$ -8.07</b>
<b>Long Term Liabilities</b>	
<b>25000 Notes Payable-FOB Truck Loan</b>	255.09
<b>Total Long Term Liabilities</b>	<b>\$255.09</b>
<b>Total Liabilities</b>	<b>\$247.02</b>
<b>Equity</b>	
<b>30000 Opening Balance Equity {5}</b>	9,001.29
<b>32000 Unrestricted Net Assets</b>	17,392.60
<b>Net Income</b>	12,784.58
<b>Total Equity</b>	<b>\$39,178.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$39,425.49</b>

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## HSHS Band Boosters Profit & Loss

June 1 - December 4, 2011

	Total
<b>Income</b>	
<b>43400 Direct Public Support</b>	
43410 Corporate Sponsors	1,000.00
<b>Total 43400 Direct Public Support</b>	<b>1,000.00</b>
<b>47000 Budgeted Income Accounts</b>	
47001 Band Banquet	119.00
47010 Fair Share	
47011 Fair Share-Marching	26,408.75
47013 Fair Share-Classroom	3,585.58
<b>Total 47010 Fair Share</b>	<b>29,994.33</b>
<b>Total 47000 Budgeted Income Accounts</b>	<b>30,113.33</b>
<b>47100 Non-Budgeted Income Accounts</b>	
47120 Winter Dues	
47121 Winter Guard Dues	350.00
47123 Winter Drum Line Dues	296.12
<b>Total 47120 Winter Dues</b>	<b>646.12</b>
47130 Trips	
47134 GHR Trips - Income	13,672.78
<b>Total 47130 Trips</b>	<b>13,672.78</b>
47140 Meals	
47141 Parent Preview - Banquet	819.00
47142 Football 3rd Quarter Meals	942.25
<b>Total 47140 Meals</b>	<b>1,761.25</b>
47150 Concert Attire	
47153 Tuxedo	0.36
47155 Girls Dress	747.00
<b>Total 47150 Concert Attire</b>	<b>747.36</b>
47170 GHR Accessories	3,453.50
47171 Backpack (Drawstring)	56.00
47172 Colorguard Warm-Ups	150.00
47173 Gloves	55.50
47175 Shirt (Polo)	300.00
47177 Theme T-Shirts	108.00
47178 Ponchos	5.00
<b>Total 47170 GHR Accessories</b>	<b>4,128.00</b>
47180 Instruments	8.55
47181 Percussion Equipment	38.00
47183 Music	0.55
<b>Total 47180 Instruments</b>	<b>47.10</b>
47190 Other Sources	
47192 TRI-M Dues	210.00
47193 Registration Fees	120.00
	<b>120.00</b>

	<b>Total</b>
<b>Total 47190 Other Sources</b>	<b>330.00</b>
<b>Total 47100 Non-Budgeted Income Accounts</b>	<b>21,332.61</b>
<b>47300 Fundraiser Income</b>	
47301 Fruit Sale Income	7,851.49
47303 Lowe's Card Income	2,025.00
47307 Harris Teeter VIC Card Linking	402.01
47315 Raleigh Citipass	2,700.00
47318 Spirit Cup Income	2,835.00
RBC	1,031.86
<b>Total 47300 Fundraiser Income</b>	<b>16,845.36</b>
Non Profit Income	58.80
Uncategorized Income	3,492.51
<b>Total Income</b>	<b>\$72,842.61</b>
<b>Cost of Goods Sold</b>	
<b>58500 Fundraiser COS</b>	
58501 Fruit Sale COS	60.00
58503 Lowe's Card COS	1,245.50
58512 Raleigh Citipass COS	1,337.50
58514 RBC COS	600.00
58515 Spirit Cups	1,810.00
<b>Total 58500 Fundraiser COS</b>	<b>5,053.00</b>
<b>Total Cost of Goods Sold</b>	<b>\$5,053.00</b>
<b>Gross Profit</b>	<b>\$67,789.61</b>
<b>Expenses</b>	
<b>60300 Awards and Gifts</b>	
60330 Noncash A & G	87.44
60332 Plaques (for Students)	270.50
60335 Chenille-Two Letters	311.91
<b>Total 60330 Noncash A &amp; G</b>	<b>669.85</b>
60350 Tri-M Music Honor Society	113.21
60380 Student Leadership/Scholarship	1,176.00
<b>Total 60300 Awards and Gifts</b>	<b>1,959.06</b>
<b>60900 Business Expenses</b>	79.84
60950 Banking Fees	21.50
<b>Total 60900 Business Expenses</b>	<b>101.34</b>
<b>62100 Contract Services</b>	
62110 Accounting Fees	370.00
<b>Total 62100 Contract Services</b>	<b>370.00</b>
<b>62160 Instruction (Band Staff)</b>	
62163 Percussion Instruction	4,800.00
62164 Color Guard Instruction	3,750.00
62166 Brass Instruction	1,500.00
<b>Total 62160 Instruction (Band Staff)</b>	<b>10,050.00</b>
65005 Directors Expense	149.61
65020 Postage, Handling, Mail Serv.	53.32
65040 Supplies	

	<b>Total</b>
65042 Office Supplies	68.56
<b>Total 65040 Supplies</b>	<b>68.56</b>
65070 Website Maint.	31.45
65080 Drill/Music	
65081 Music	3,065.00
<b>Total 65080 Drill/Music</b>	<b>3,065.00</b>
65100 Other Types of Expenses	
65170 Band Room Expense	303.76
<b>Total 65100 Other Types of Expenses</b>	<b>303.76</b>
65180 Meal Event Expense	
65182 Band Banquet	2,279.24
65183 Parent Preview Event	916.87
65184 Football 3rd Quarter Meals	959.00
<b>Total 65180 Meal Event Expense</b>	<b>4,155.11</b>
65190 GHR Accessories	2,923.05
65192 Theme T Shirts	1,524.14
65196 Gloves	660.00
65197 Student Backpacks	1,409.10
65198 Ponchos	244.45
<b>Total 65190 GHR Accessories</b>	<b>6,760.74</b>
65200 Colorguard	1,655.54
65201 Colorguard Clothing	365.00
65202 Colorguard Equip, Props, Etc.	43.96
<b>Total 65200 Colorguard</b>	<b>2,064.50</b>
65300 Uniform Expense	
65310 Uniform Alterations	393.52
65320 Uniform and Accessories	18.95
<b>Total 65300 Uniform Expense</b>	<b>412.47</b>
65400 Percussion Supplies	1,120.70
65500 Props, Flags & Expenses	1,359.68
65600 Band Camp Expense	
65601 Food	2,258.14
<b>Total 65600 Band Camp Expense</b>	<b>2,258.14</b>
65900 Other Trip Expense	15,354.59
66000 Concert Attire	3,274.30
67000 Field Maintenance	1,385.78
68300 Travel and Transportation	
68320 Trans. Exp.	
68330 Truck Exp.	
68331 Insurance (Truck)	289.25
68332 Lic., Insp.,& Supplies	212.00
68333 Repairs & Maintenance	77.34
68334 Truck Loan Pmt	255.09
68335 Fuel	326.55
68336 Property Tax	54.32
<b>Total 68330 Truck Exp.</b>	<b>1,214.55</b>

	<b>Total</b>
<b>Total 68320 Trans. Exp.</b>	<b>1,214.55</b>
68340 Bus Driver Charges	1,414.40
<b>Total 68300 Travel and Transportation</b>	<b>2,628.95</b>
68400 Competitions	
68401 Competition Fees	350.00
<b>Total 68400 Competitions</b>	<b>350.00</b>
69000 Winter Guard & Drum Line Exp	
69002 Winterguard Supplies	273.87
69007 Winter Guard & Percussion Staff	1,036.50
<b>Total 69000 Winter Guard &amp; Drum Line Exp</b>	<b>1,310.37</b>
Bad Debts	196.50
<b>Total Expenses</b>	<b>\$58,783.93</b>
<b>Net Operating Income</b>	<b>\$9,005.68</b>
Other Expenses	
80000 Ask My Accountant	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>
<b>Net Other Income</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$9,005.68</b>

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