

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

Promotional and Community Event Grant Application

Fiscal Year 2022

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at www.mckinneycdc.org; by calling 972.547.7653 or by emailing cschneible@mckinneycdc.org
- **Please call to discuss your plans for submitting an application in advance of completing the form.** A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 972.547.7653 or emailing cschneible@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.

Promotional and Community Event Grant Calendar:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: November 30, 2021	December 16, 2021	January 27, 2022
Cycle II: May 31, 2022	June 23, 2022	July 28, 2022

APPLICATION

INFORMATION ABOUT YOUR ORGANIZATION

Name: Holy Family School in partnership with Legacy Keepers of Old East McKinney

Federal Tax I.D.: 75-1025515

Incorporation Date: 1964 (official date)

Mailing Address: 500 Throckmorton

City: McKinney

ST: TX

Zip: 75002

Phone: 972-562-5476

Fax:

Email: rwdpittman@gmail.com

Website: <https://hfsmckinney.org/>

Check One:

- Nonprofit – 501(c) Attach a copy of IRS Determination Letter
- Governmental entity
- For profit corporation
- Other

Professional affiliations and organizations to which your organization belongs: The Episcopal Diocese of Dallas

REPRESENTATIVE COMPLETING APPLICATION:

Name: Beth Bentley in partnership with Rachel Pittman

Title: Legacy Keepers – Lead Coordinator

Mailing Address: 511 Nandina Drive

City: Allen

ST: TX

Zip: 75002

Phone: 214.498.3540

Fax: N/A

Email: legacykeepers21@gmail.com

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Rachel Pittman (or Beth Bentley)

Title: President

Mailing Address: 500 Throckmorton

City: McKinney

ST: TX

Zip: 75069

Phone: 972-562-5476

Fax:

Email: rwdpittman@gmail.com

FUNDING

Total amount requested: \$7,100

Matching Funds Available (Y/N and amount): \$3,000 (sponsorships)

Have you received or will funding be requested from any other City of McKinney entity (e.g. McKinney Convention and Visitors Bureau, Arts Commission, City of McKinney) for this event?

Yes

No

Please provide details and funding requested: A sponsorship request will be made to the McKinney Convention and Visitors Bureau for the materials/guides on the shuttle/bus tours. A sponsorship request may also be made through the Arts Commission for the museum décor.

PROMOTIONAL/COMMUNITY EVENT

Start Date: February 19, 2022

Completion Date: February 20, 2022

BOARD OF DIRECTORS (*may be included as an attachment*)

- | | |
|---------------------------|-------------------------|
| ○ Rachel Pittman | Cynthia Kasson |
| ○ Lynne Sipiora | Lisa Hopkinson |
| ○ Robbin Wells | Leonard Gonzalez |
| ○ Michele Bernard | |
| ○ Derrick Robinson | |
| ○ Ashley Lewis | |

LEADERSHIP STAFF (*may be included as an attachment*)

Rachel Davis Pittman, President (Volunteer Director)

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

The 70-year-old mission of Holy Family School is to provide safe, nurturing, high quality, curriculum based, Christ centered child care to the children of McKinney and surrounding areas regardless of parents' ability to pay. (Holy Family began by the Vegas as La Escuelita in 1951- so we claim that history even though we were not officially incorporated at Holy Family School until 1964.)

Rachel Davis Pittman serves as the President and Volunteer Director. There are 8 paid staff members.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project/Promotional/Community Event for which funds are requested.

None known at this time

II. Promotional/Community Event

- Outline details of the Promotional/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

The request is made so that two key inaugural events can meet multiple goals and objectives:

- During the **weekend of February 19-20, 2022 in Black History Month**, HFS and Legacy Keepers will partner to help fulfill the mission of Legacy Keepers. This includes documenting, honoring and promoting the historic legacies of the Black and Mexican communities of Old East McKinney. **Multi-generational groups will be targeted for the shuttle/bus tours in order to ensure that persons of all ages, races, geographic and socio-economic backgrounds** can participate.
- Holy Family School (HFS) operates in the former E. S. Doty High School building. Doty High School is the formerly segregated school which educated Black students from McKinney and from throughout the surrounding communities. In partnership with Legacy Keepers of Old East McKinney (Legacy Keepers), the space of HFS will be transformed to showcase a **pop-up museum** of this special site. The museum will include the "Many Faces and Shades of Education," including photos, relics, documents, videos and storytelling. The "Many Shades of Education" will conclude with the current use of the former Doty High School site as HFS. It is our hope that the pop-up museum will be moved as an exhibit to another local museum or designated site.
- A private donor has sponsored a shuttle/bus that will provide ongoing **tours of sites in the historically Black communities of McKinney**. Ideally, tour guides will include persons who grew up in the communities that are being toured, along with others who will be trained. This will also allow persons a chance to walk the sacred halls of once Doty High School, while supporting the educational pursuits of all races. As a pilot tour launch, we desire to create space for groups to reflect on their tour experience through discussions immediately following. It is our goal to **promote cultural experiences for the entire community, including engaging school groups, diverse history clubs, groups, organizations and the general public**.

III.

- Describe how this event will **showcase McKinney and promote the City for the purpose of business development and/or tourism.**
 - In addition to showcasing McKinney’s historically Black educational past, the historic surrounding community and its businesses will also be showcased through virtual reality displays and architectural models. As a pilot tour launch, we desire to create space in current local businesses for groups to reflect on their tour experience through post-tour discussions. It is our goal to promote future cultural experiences for the entire community through tours, discussions and food experiences. This will be a very intentional way of joining East McKinney with all of McKinney in ways that will honor those whose legacies have had such great impact in the foundation of the community.
- Describe how the proposed Promotional/Community Event fulfills strategic goals and objectives for your organization.
 - This includes documenting, honoring and promoting the historic legacies of the Black and Mexican communities of Old East McKinney. The “Many Shades of Education” will also include the current use of the former Doty High School site.
 - Collaboration is key. Various individuals and organizations throughout the community will be involved in the planning and execution; for instance, the McKinney Public Library will host mobile scan dates to help gather scans of photos, yearbooks, obituaries, etc.
 - Students will also be engaged through volunteerism, educational experiences and general business practices.
 - This will be a chance to highlight local businesses, especially up and coming artists, small business owners, etc.
- Promotional/Community Events must be **open to the public.** If a registration fee is charged, it must be \$35 or less.
 - While a registration fee will not be charged, we expect to accept donations. Proceeds will be split among HFS and Legacy Keepers for educational scholarships.
- **If the event benefits a nonprofit organization, specific detail must be provided regarding the benefit** (e.g. X\$ per entry; X% of overall revenue; X% of net revenue).
 - While a registration fee will not be charged, we expect to accept donations. We also have opportunities to auction keepsakes or art pieces. Proceeds will be split among HFS and Legacy Keepers for educational scholarships.
- Provide information regarding planned activities in support of the event, timeframe/schedule, estimated attendance and admission/registration fees, if planned.
 - This event will be a part of multiple events taking place throughout the community during Black History Month, as promoted through an ad hoc McKinney Black History Month committee.
 - This event will be promoted December 2021 through February 2022 through social media; free and paid publications; local schools, churches, nonprofit organizations and through public entities.

- Potential tour times will include:
 - Saturday, February 19, 2022 – 11am-4pm
 - Sunday, February 20, 2022 – 2pm – 4pm
 - A sacred silent walk-through will take place during a time set-aside to honor the Doty Alums who are no longer living.
 - There is the potential to have 2 buses/shuttles running concurrently.
- Include the venue/location for the proposed event.
 - Pop-up Museum: Holy Family School – 500 Throckmorton Street; McKinney, TX 75069
 - Tour sites: Finch Park; Ross Cemetery and former E S Doty High School site (at a minimum)
- Provide a timeline for the production of the event.
 - October 2021 – January 2022 - Planning
 - November 2021 – Secure Shuttle/Bus sponsor
 - December 2021 - February 2022 – Marketing push to solicit materials through the event date; Mobile scan dates in partnership with the McKinney Public Library
- Detail goals for growth/expansion in future years.
 - As a pilot tour launch, we desire to host ongoing tours in the future and to create space for groups to reflect on their tour experience. It is also our goal to promote cultural food experiences for the entire community.
- Provide plans to attract resident and visitor participation and contribute to business development, tourism and growth of McKinney sales tax revenue.
 - Logo design (former businesses); School promotion; Pop-up banners; Long banners for CCHM and Farmers Market; Discussions with local Chambers; Visit McKinney and McKinney Main Street; Senior Parks and Recreation
 - Use of local vendors, particularly small, up and coming businesses
- Demonstrate informed budgeting/financial planning – addressing revenue generation, costs and use of net revenue.
 - Through donations and auctions, this will provide a chance to give back to the community through scholarships for HFS and Legacy Keepers.

Has a request for funding, for this Project/Promotional/Community Event, been submitted to MCDC in the past?

Yes

No

Date(s):

Financial

- Provide an overview of the organization's financial status including the projected impact of this event on your organization's ability to fulfill mission and goals.
 - Sponsorships and additional grant funding will provide the income needed to fulfill the expenses for this opportunity.
- Please attach your organization's budget and Profit and Loss statement for the current and previous fiscal year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.
 - Please see the attachments. COVID has put the completion of the audits behind schedule. HFS is in the process of hiring an accountant to complete an audit and should be current by spring 2022.
- **In addition to your organization's budget, please provide a detailed budget for the proposed Promotion/Community Event.**

Overview of Promotional/Community Event financial goal?

Gross Revenue	\$12,100
Projected Expenses	\$ 7,100
Net Revenue	\$ 5,000

What dollar amount and percentage of Promotional/Community Event funding will be provided by other sources such as sponsorship, registration fees, individual or corporate donations, etc.?

Sponsorship Revenue	\$3,000
Registration Fees	\$ 0
Donations	\$1,000
Other (raffle, auction, etc.)	\$1,000
Net Revenue	\$5,000

IV. Marketing and Outreach

- Provide specific detail regarding the advertising, marketing plans and outreach strategies developed for this event.
 - \$2500 - 15 Pop-up banners that will be used throughout the museum will be placed throughout the community (churches, businesses, schools, etc.) as marketing items.
 - \$2,100 – Local newspapers; Social media promo
 - \$1,000 – Branding – Logos; t-shirt and keepsake designs, poster designs – Nostalgic neighborhood and "Many Shades of Education" promo
 - \$750 – 3 - 4'x15' promotional banners
 - \$500 – Website promotion
 - \$250 – 10– 24"x36" promotional
 - TOTAL - \$7,100**
- Provide a detailed outline and budget for planned marketing, advertising and outreach activities and promotional channels (e.g. print, radio, social media platforms, etc.). **The total expenditures**

planned must match the amount requested in this grant application. If you need an example, please contact Linda Jones at ljones2@mckinneycdc.org.

- \$2500 - 15 Pop-up banners that will be used throughout the museum will be placed throughout the community (churches, businesses, schools, etc.) as marketing items.
 - \$2,100 – Local newspapers; Social media promo
 - \$1,000 – Branding – Logos; t-shirt and keepsake designs, poster designs – Nostalgic neighborhood and “Many Shades of Education” promo
 - \$750 – 3 - 4’x15’ promotional banners
 - \$500 – Website promotion
 - \$250 – 10– 24”x36” promotional
- TOTAL - \$7,100**

V. Metrics to Evaluate Success

- Outline the metrics that will be used to evaluate success of the proposed Promotional/Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

- Tours: We expect to host 6-10 historic neighborhood and former E S Doty High School tours; the number per hour is TBD

- Community Impact: Our goal is to highlight some up and coming small businesses, particularly those with kinship to E S Doty Alums.

- Monetary Impact: Our goal is to raise a minimum of \$5,000 to support HFS and Legacy Keepers scholarships.

- Educational Impact: This event is meant to engage residents and visitors in awareness of Black culture for Black History Month and Black and Mexican legacies of McKinney, along with all cultures.

VI. Presentation to MCDC Board of Directors

Completed applications that are eligible for consideration by MCDC will be presented to the board according to the schedule included on the first page of this application. **Please be prepared to provide the information outlined below in your presentation:**

- Details regarding the specific marketing activities (promotional channels) that you plan to use and the budget allocated to each (print, radio, social media, etc.).
- If this is an annual/biennial event, please include results you saw from use of the various marketing activities in the past (what worked, what didn't).
- Do you plan to utilize the grant requested to fund your total marketing budget? If not, what percentage would the grant cover?
- If possible, please include examples of past marketing initiatives (screen shots of ads, social media, etc.). Also – please include photos of previous year's event in your presentation.
- Please share the attendance numbers from the previous year's event (if this is a repeat event).
- If possible, please identify the number of people who attended from McKinney – and those who were visitors to the city.
- If you are applying as a for-profit organization, with a nonprofit beneficiary identified for your event, please include the name(s) of the nonprofit groups who will be supported by the event and the percentage of revenue (indicate gross or net) or dollar amount that will be provided.
- Presentations to the Board will be limited to no more than five (5) minutes.

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The Promotional/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used **exclusively** for advertising, marketing and promotion of the Promotional/Community event described in this application.
- MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional/Community Event. A logo will be provided by MCDCV for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and MCDC and included in an executed performance agreement.
- The Organization officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Promotional/Community Event for which funds were received.
- A final report detailing the success of the Promotional/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Promotional/Community Event.
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld until the final report on the Promotional/Community Event is provided to MCDC.
- Funds granted must be used within one year of the date the grant is approved by the MCDC board.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer



Signature

Printed Name

Date

Representative Completing Application



Signature

Beth Bentley
Printed Name

11-30-2021
Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

CHECKLIST:

Completed Application:

- Use the form/format provided
- Organization Description
- Outline of Promotional/Community Event; description, budget, goals and objectives
- Indicate how this event will showcase the City of McKinney for business development/tourism
- Promotional/Community Event timeline and venue included
- Overall organization **and** event budget that includes plans and budget for advertising, marketing and outreach included
- Evaluation metrics are outlined
- List of board of directors and staff
- Financials: organization's budget and P&L statement for current and previous fiscal year;
Promotional/Community Event budget; audited financial statements are provided
- IRS Determination Letter (if applicable)

A FINAL REPORT MUST BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE EVENT/COMPLETION OF THE PROJECT/PROMOTIONAL/COMMUNITY EVENT.

FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT.

PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE FOR THE FINAL REPORT.



McKINNEY COMMUNITY DEVELOPMENT CORPORATION

Final Report

Organization:

Funding Amount:

Project/Promotional/Community Event:

Start Date:

Completion Date:

Location of Project/Promotional/Community Event:

Please include the following in your report:

- Narrative report on the Project/Promotional/Community Event
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance. If the event includes a charitable component, include the donation made.
- Samples of printed marketing and outreach materials (MCDC logo to be included)
- Screen shots of online Promotions (MCDC logo to be included)
- Photographs, slides, videotapes, etc.
- Performance against metrics outlined in application

Please submit Final Report no later than 30 days following the completion of the Promotional/Community Event to:

McKinney Community Development Corporation
5900 S. Lake Forest Blvd., Suite 110
McKinney, TX 75070

Attn: Cindy Schneible
cschneible@mckinneycdc.org

Holy Family School Operating Budget Overview for 2021

EXPENSE

Insurance			
Expense Type	Vendor	Annual Budget	Set or Average
Property & Liability	GOTOpremiumfinance.com	\$ 9,000.00	Set
Worker's Comp	Markel Insurance	\$ 1,860.00	Set
Annual Total		\$ 10,860.00	

Utilities			
Expense Type	Vendor	Annual Budget	Set or Average
Electricity	Entrust / Rhythm	\$ 7,780.00	Average
Water	City of McKinney	\$ 3,582.00	Average
Trash Service	Waste Connections	\$ 2,150.00	Average
Phone - main & rollover lines	AT&T	\$ 550.00	Average
Internet	AT&T	\$ 605.00	Set
Alarm Monitoring	InHouse Systems	\$ 852.00	Set
Annual Total		\$ 15,519.00	

Administrative/Office Expenses			
Expense Type	Vendor	Annual Budget	Set or Average
Credit card processing fees	Tuition Express	\$ 4,332.00	Average
Childcare management software	ProCare	\$ 2,028.00	Set
Fees, dues, subscriptions	Various	\$ 488.00	Average
Credit card processing fees	Square	\$ 78.00	Average
Software	Adobe, Quickbooks	\$ 96.00	Average
Website	Web.com	\$ 360.00	Set
Advertising	The Marketing Gents, Fluid Media	\$ 1,000.00	Average
Copier & printing expense	Ricoh	\$ 1,860.00	Average
Office & general supplies	Various	\$ 1,780.00	Average
Postage & shipping	USPS	\$ 120.00	Average
Bookkeeping	Stacy Hunzeker	\$ 18,720.00	Set
Staff meetings / appreciation	Various	\$ 480.00	Average
Annual Total		\$ 31,342.00	

Classroom Expense			
Expense Type	Vendor	Annual Budget	Set or Average
First Aid	Various	\$ 75.00	Average
Student Gifts	Various	\$ -	Average
Curriculum	Various	\$ 325.00	Average
Educational supplies	Various	\$ 1,045.00	Average
Family Events / Class Parties	Various	\$ 520.00	Average
Annual Total		\$ 1,965.00	

Food Services			
Expense Type	Vendor	Annual Budget	Set or Average
Student Food Supplies	Various	\$ 1,296.00	Average
Student Food	Various	\$ 8,980.00	Average
Annual Total		\$ 10,276.00	

Building Expenses			
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Expense Type	Vendor	Annual Budget	Set or Average
Janitorial Supplies	Various	\$ 2,564.00	Average
Lawn Service	Various	\$ 2,800.00	Average
Pest Control	Various	\$ 480.00	Average
Annual Total		\$ 5,844.00	

Personnel Expense			
Expense Type	Vendor	Annual Budget	Set or Average
Payroll Taxes	US Treasury	\$ 26,800.00	Average
Fingerprint, background checks	Various	\$ 165.00	Average
Payroll software expense	Intuit	\$ 240.00	Average
Annual Total		\$ 27,205.00	

Expense Type	Notes	Annual Budget	Average Hourly Pay
Office Staff Wages	Avg of 2 people	\$ 35,460.00	\$ 13.50
Office Staff OT		\$ -	
Office Staff Holiday		\$ 2,448.00	
Office Staff PTO		\$ -	
Annual Total		\$ 37,908.00	

Expense Type	Notes	Annual Budget	Average Hourly Pay
Teacher Wages	Avg 280 hours per pay period	\$ 198,696.00	\$ 11.95
Teacher OT	Avg 10 hours per pay period	\$ -	
Teacher Holiday	Avg 11 hours per pay period	\$ 6,888.00	
Annual Total		\$ 205,584.00	

TOTAL OPERATING EXPENSE - AUGUST 2020 \$ 346,503.00

INCOME

Miscellaneous Income			
Expense Type	Vendor	Annual Budget	Set or Average
Student book fair	Scholastic Book Fair	\$ 796.00	Average
3rd Party Fundraising		\$ 2,800.00	Average
Annual Total		\$ 3,596.00	

Unrestricted Fundraising Income			
Expense Type	Vendor	Annual Budget	Set or Average
Service organizations	Various	\$ 22,832.00	Average
Individuals	Various	\$ 32,584.00	Average
Annual Total		\$ 55,416.00	

Operating Income			
Expense Type	Vendor	Annual Budget	Set or Average
Tuition - regular	School parents	\$ 171,600.00	Average
Tuition - CCS	CCS	\$ 55,250.00	Average
Registration fees	School parents	\$ 2,100.00	Average
Supply fees	School parents	\$ 1,800.00	Average
Federal and State Grants/PPP Loan	Various	\$ 72,235.00	Average
Annual Total		\$ 302,985.00	

TOTAL ANNUAL INCOME 2020 - 2021 \$ 361,997.00

NET INCOME \$ 15,494.00

Holy Family School
Profit & Loss
 August through October 2021

Cash Basis

	Aug - Oct 21
Ordinary Income/Expense	
Income	
State of TX CC Relief Funding	55,328.00
Fundraising Income Unrestricted	
Grant - Episcopla Fndtn Dallas	250.00
Grant - Ep Diocese of Dallas	250.00
HFS Direct Donations	
Service Organization	837.50
Individual	5,016.00
Total HFS Direct Donations	5,853.50
Total Fundraising Income Unrestricted	6,353.50
Operating Income	
Tuition - Drop In	140.00
Tuition - Regular	40,747.05
Tuition - CCS	7,423.05
Registration Fee	50.00
Supply Fee	25.00
Total Operating Income	48,385.10
Total Income	110,066.60
Gross Profit	110,066.60
Expense	
Administrative/Office Expenses	
Sales Tax Paid	39.09
Tuition Express Processing Fees	707.00
ProCare Processing Fees	80.00
Fees, dues & subscriptions	195.00
ProCare Software	40.00
Void	0.00
Software	22.71
Website/Domain	90.00
Copier & Printing Expenses	727.77
Office & General Supplies	34.56
Postage/Shipping	746.65
Prof Fees	
Tax Prep	660.00
Bookkeeping	5,850.00
Total Prof Fees	6,510.00
Total Administrative/Office Expenses	9,192.78
Classroom/Education Expense	16.61
Food Services	
Student Food Supplies	75.90
Student Food	1,441.80
CACFP	
CACFP Repayment	1,980.00
Total CACFP	1,980.00
Total Food Services	3,497.70
Insurance	
Umbrella Insurance	691.31
Property & Liability	2,750.41
Workers Comp	580.00
Total Insurance	4,021.72
Institutional (Space-related)	
Bldg Maint & Repair (2021)	933.13
Elevator Insp & Repair	803.85
Fire System Insp & Repair	135.00
Janitorial Supplies	326.09

Holy Family School
Profit & Loss
August through October 2021

Cash Basis

	Aug - Oct 21
Utilities	
Phone & Internet Bundle	74.59
Telephone Internet Cameras	149.18
Alarm Monitoring	165.00
Electricity on Throckmorton	2,049.78
Sanitation	589.11
Water	1,349.27
	4,376.93
Total Utilities	4,376.93
Total Institutional (Space-related)	6,575.00
Personnel	
Personnel Expense	
Contract Labor	100.00
Office Staff	
Office Staff Wages	5,986.52
Office Staff Overtime	4.20
	5,990.72
Total Office Staff	5,990.72
Teacher Wages	
Teacher Wages	33,321.80
Teacher Overtime	3,059.19
Teacher Holiday	204.00
	36,584.99
Total Teacher Wages	36,584.99
Payroll Taxes	2,928.87
	45,604.58
Total Personnel Expense	45,604.58
Fingerprint, Background fees	40.58
Training & Prof Dev	169.00
Payroll Software Expense	64.95
ADP Payroll Service Fee	0.00
	45,879.11
Total Personnel	45,879.11
Total Expense	69,182.92
Net Ordinary Income	40,883.68
Net Income	40,883.68

Holy Family School
Profit & Loss
August 2020 through July 2021

Cash Basis

	Aug '20 - Jul 21
Ordinary Income/Expense	
Income	
3rd Party Fundraising	125.23
Gala and Belive Fundraising	
Belive Net Income	
Belive Run Scholarship Income	38.00
Total Belive Net Income	38.00
Total Gala and Belive Fundraising	38.00
Fundraising Income Unrestricted	
Cash Back	81.32
Grant - Ep Diocese of Dallas	4,250.00
Grant - St. Peter's Ep Ch	2,375.00
HFS Direct Donations	
HFS Golf Tournament	6,685.64
Service Organization	1,803.01
Individual	6,025.00
Total HFS Direct Donations	14,513.65
Total Fundraising Income Unrestricted	21,219.97
Operating Income	
Tuition - Samaritan Inn	3,000.00
Tuition - Drop In	160.00
Tuition - Regular	132,778.00
Tuition - Staff	900.00
Tuition - CCS	
Tuition - CCS Reimbursement	12,439.23
Tuition - CCS Parent Copay	-958.45
Tuition - CCS - Other	26,406.71
Total Tuition - CCS	37,887.49
Tuition - Late Pickup Fee	68.00
Registration Fee	930.00
Supply Fee	550.00
Total Operating Income	176,273.49
Total Income	197,656.69
Gross Profit	197,656.69
Expense	
Charity	-250.00
Fundraising Expense	
HFS Golf Tournament Expense	450.00
Total Fundraising Expense	450.00
Administrative/Office Expenses	
Sales Tax Paid	163.71
Tuition Express Processing Fees	2,410.28
ProCare Processing Fees	716.00
Fees, dues & subscriptions	1,327.88
ProCare Software	1,312.00
Software	75.70
Website/Domain	315.00
Advertising	600.00
Copier & Printing Expenses	3,376.66
Dues, License, Permits	716.00
Eqmt Repairs, Maint /Non-Bldg	597.16
Furniture & Fixture Expenses	479.99
Office & General Supplies	1,382.93
Postage/Shipping	327.64
Prof Fees	
Bookkeeping	23,850.00
Total Prof Fees	23,850.00

Holy Family School
Profit & Loss
August 2020 through July 2021

Cash Basis

	Aug '20 - Jul 21
Staff Mtgs & Appreciation	196.35
Total Administrative/Office Expenses	37,847.30
Classroom/Education Expense	
First Aid	98.97
Educational Supplies	92.85
Family Events and Class Parties	44.76
Classroom/Education Expense - Other	34.82
Total Classroom/Education Expense	271.40
Food Services	
Student Food Supplies	552.16
Student Food	6,626.97
CACFP	
CACFP Repayment	3,291.92
CACFP - Other	990.00
Total CACFP	4,281.92
Total Food Services	11,461.05
Insurance	
Property	1,589.54
Property & Liability	14,207.43
Workers Comp	1,831.00
Total Insurance	17,627.97
Institutional (Space-related)	
Bldg Maint & Repair (2021)	246.25
Bldg Maint & Repair (2020)	453.00
Elevator Insp & Repair	397.95
Janitorial Supplies	1,372.40
Lawn Service after 12/2014	2,350.00
Pest Control after 12/2014	278.00
Utilities	
Phone & Internet Bundle	74.92
Internet	413.78
Phone	1,575.98
Alarm Monitoring	660.00
Electricity on Throckmorton	7,454.60
Sanitation	2,496.62
Water	3,976.02
Total Utilities	16,651.92
Total Institutional (Space-related)	21,749.52
Personnel	
Personnel Expense	
Contract Labor	110.00
Office Staff	
Office Staff Wages	29,979.52
Office Staff Holiday	672.00
Office Staff Bonus	200.00
Office Staff - Other	5,505.00
Total Office Staff	36,356.52
Teacher Wages	
Teacher Wages	121,398.48
Teacher Overtime	1,431.48
Teacher Holiday	4,565.38
Teacher Bonus	600.00
Total Teacher Wages	127,995.34
Payroll Taxes	10,976.43
Personnel Expense - Other	60.25
Total Personnel Expense	175,498.54

Holy Family School
Profit & Loss
August 2020 through July 2021

Cash Basis

	<u>Aug '20 - Jul 21</u>
Fingerprint, Background fees	24.35
Training & Prof Dev	19.80
Payroll Software Expense	<u>686.33</u>
Total Personnel	<u>176,229.02</u>
Total Expense	<u>265,386.26</u>
Net Ordinary Income	<u>-67,729.57</u>
Net Income	<u><u>-67,729.57</u></u>