



MEMO

To: Band teachers
Cc: Kathy Puharich, Director of Instruction
Bonnie Mackwood, Administrative assistant
From: Jackie Howard, District Principal
Date: September 6, 2022
Subject: Band Subsidy Spending Deadline

We are pleased to confirm that we are able to continue to provide the band subsidy for music supplies at the same rate of \$120 per class for the 2022-23 school year. This subsidy is to support your work with students throughout this year, and funding cannot be carried forward to the following year.

The deadline to spend this funding is **April 28, 2023**. (This means that invoices need to be received at DEC by April 28.) After this time, these funds will no longer be available to you and will be used at the district level for purchases to support the Arts Education Department for the remainder of the school year.

Band teachers are responsible for spending within their allotted funds. You will not receive regular emails from Ed Services with reminders of balances so please keep track of your expenditures as you make purchases.

If you have any questions, please contact Jackie Howard.

Please forward your expenditures or invoices to the attention of Stefanie Parr, Education Services, Courier #268-3.

Have a wonderful year!

Best regards,

Jackie Howard
District Principal