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# A Note from Dr. 1

Greetings. In this edition of *Touchpoint*, **Marcia Neel**, President of Music Education Consultants, Inc., discusses the topics of Budget and Instrument Replacement Planning as integral components of a successful program.





## Welcome to our newest V.I.P.s

**Larry Dwyer** University of Notre Dame, IN

**Ryan Fitchpatrick** Hoover High School, AL

**Kelvin Washington** Howard University, DC

> **Dustin Winson** Pasadena ISD, TX

**Jason Bird** Richland High School, TX

Our Next Issue Featuring: An article by Bobby Floyd, Executive Director for the **Texas Music Educators Association** 

In Our Last Issue: **Tips for Recruitment and** Retention by Marcia Neel

Click here for the full article

# BY Teachers FOR Teachers: By Marcia Neel Tips for Your Budget and Instrument Replacement Plan

HELP! We desperately need new instruments! What is the best way to organize this request so that my administrator can more easily understand the critical nature of these purchases?

Last week's edition of Touchpoint covered the topics of Recruitment and Retention. This week we are moving on to the topic of creating a Budget and Instrument Replacement Plan. Justifying instrument purchases is easy if your principal was once an instrumental music educator, but how often does that happen! Thankfully, most principals DO understand budget proposals submitted in a concise, well-thought-out, organized document. Here are some recommendations from those who have put together a template that works.1

- Present a complete, five-year plan that starts with a written rationale that should include information pertaining to:
  - The likely growth of the program in the next five years.
  - What additions must be made to the inventory to satisfy the demand that will result from this growth?
  - What instruments in the present inventory need to be replaced?

## Include an Inventory Record

Instrument	Inventory Number	Make	Serial Number	New	Date Purchased	Present Value*	Present Condition	Remaining Life
1.	0	0 (	0	0	0 0	0	0 0	
2.	) 0	0 0	) 0	0	0 0		$\circ$	

## Include a chart that clearly shows the anticipated need for these purchases.

Instrument Purchases	1st Year	2nd Year	3rd Year	4th Year	5th Year
Piccolo	XYZ Brand \$x,xxx.xx			$\bigcirc$	$\circ$
French Horn	XYZ Brand \$x,xxx.xx	XYZ Brand \$x,xxx.xx	XYZ Brand \$x,xxx.xx		

\*To help determine the Present Value, use a Depreciation Chart.

Instrument	Inv. No.	Value Now	Yr #1	Yr #2	Yr #3	Yr #4	Yr #5	Yr #6
EX: Instrument #1	123456	\$330.00	\$1,000.00	\$800.00	\$650.00	\$530.00	\$430.00	\$330.00

<sup>1</sup>Tips for Success, Tip #8. The Business Side of Teaching School Music: Preparing an Instrument Replacement Plan.

The Music Achievement Council was formed for the express purpose of supporting instrumental music programs in our schools. Most resources are complimentary and available to download at www.musicachievementcouncil.org.