

**BSIMA 2015-16 August – July
Administrative Officer’s Report
AGM, September 21, 2016**

Highlights:

- Kept instrument usage fees at \$110
- Implemented CHARMS on-line Band tracking system for instrument usage fee collection, inventory management, and music library for all four band programs.
- Assisted with successful fruit-sale fundraiser

Instrument Usage fees

	<u>ESB</u>	<u>BWMSB</u>	<u>CPN</u>	<u>VM</u>	<u>Total</u>
Full Payment Received	191	168	30	25	414
Partial Payment Received	9	16	1		26
NSF	2	1			3
Waived	9	6	1		16
Non-Payment - Full	8	1			9
Non-Payment - Partial	7	8			15
Total	226	200	32	25	483

Total Instrument usage fees collected by program:

ESB	\$21,286.50
BWMSB	\$18,978.00
CPN	\$ 3,310.00
VM	<u>\$ 2,750.00</u>
TOTAL	\$46,324.50