

**Office of Lt. Governor
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: Monroe Symphony Orchestra, Inc.

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:



Contract Monitor

12-11-12

Date



Appointing Authority

12-11-12

Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Monroe Symphony Orchestra, Inc.
Address: PO Box 4353
City & State: Monroe, LA 71211
Contact Name: Ms. Valenzano
Telephone Number: 3188126761
Fax Number:

Program Data:

Arts Grant #: FY13-029
Amount to be
Transferred: \$4,050.00
Funding Source: State Funds | 5301 & Federal Funds| 5204
Beginning Date: July 1, 2012
Ending Date: June 30, 2013

1. Proposed Plan with Detailed Goals and Objectives:

The Monroe Symphony Orchestra will use funds allocated by the Louisiana
Division of the Arts to continue to bring live, symphonic music of high
artistic quality for the education and enjoyment of northeast Louisiana.

2. Proposed Performance Measures for the Project:

The Executive Committee of the Monroe Symphony Orchestra will monitor the
performance of this project along with the Board of Governors and Executive
Director to ensure its success.

- 3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal.
- 4. This project is viable and is operational in accordance with the grant agreement and will serve as the interim report, as required by Act 13.

Vicky Valenzano, Executive Director
Name and Title

Monroe Symphony Orchestra

REVISED BUDGET for ATTACHMENT A

Organization:

Grant: FY2013

Dates: July 1, 2012 - June 30 - 2013

Provide a revised budget incorporating the exact grant amount. Unless an amendment is approved, categories in the Final Report budget will not be allowed to exceed those in this budget.

INCOME

1	Admissions, Memberships, Subscriptions	39,500
2	Contracted Services Revenues [workshops, presentations]	15,000
3	TOTAL EARNED REVENUE	54,500
4	Corporate Support [source]	74,218
5	Foundation Support [source]	
6	Other Private Support, Fundraising [source]	2,000
7	TOTAL CONTRIBUTED REVENUE	76,218
8	Federal Gov'n't Support [source]	
9	Regional Gov't Support [source]	
10	State Gov't Support [source]	
11	Local/Parish Gov'n't Support [source]	
12	Local Arts Agency Support	3,732
13	TOTAL GOVERNMENT SUPPORT	3,732
14	Applicant Cash other than above [source]	
15	SUB-TOTAL	134,450
16	DOA Stabilization	4,050
17	Other DOA program grants (specify)	
18	Total DOA GRANTS	4,050
19	TOTAL CASH INCOME	138,500

EXPENSES (this grant only)		DOA Grant	Cash Match	TOTAL
20	Salaries/Wages/Benefits - Adm			20,216
21	Salaries/Wages/Benefits - Artistic	4,050	4,050	61,945
22	Salaries/Wages/Benefits - Tech			2,950
23	Payroll Taxes			7,492
24	Professional Services - Artistic			4,750
25	Professional Fees and Services			3,037
26	Production			8,680
27	Occupancy/Utilities			10,700
28	Equipment Rental and Maintenance			-
29	Technology and Communications			-
30	Insurance			-
31	Supplies			-
32	Postage and Shipping			-
33	Marketing			11,330
34	Development			-
35	Travel/Mileage			-
36	Professional Development			-
37	Other Expenses			7,400
38	TOTAL EXPENSES	4,050	4,050	138,500
39	SURPLUS/DEFICIT			-
40	ACCUMULATED SURPLUS/DEFICIT			
41	In-kind Donations			45,000