



The PTA Budget

The PTA budget should be prepared keeping the goals of the PTA in mind. First, determine what programs and projects you are planning to undertake. Then determine how much it will cost to complete these programs and projects. Long-term planning should not be undertaken lightly.

General information

Anticipated income and expenditures should be equal. Income categories should include local unit portion of dues, donations, and fundraising projects. Categorical expenses (for example, administrative costs) should be broken down into specific categories (such as procedure books and insurance cost). Another important category is leadership development, which should include funding for council, district, state, and national opportunities.

Fundraising

All fundraising should be related to the goals established by the PTA, and in keeping with the purpose of the tax-exempt status of the PTA. Funding should be for PTA purposes only, with the understanding that the PTA is **not** the fundraising arm of the school or school district.

Procedure

The budget and finance committee, with input from all PTA board members and the general membership, develops a budget for the fiscal year. Plans of work should be used to form the basis of the routine items in the budget, such as parent education/involvement program costs, administrative costs, student activities costs, and projected fundraising programs.

Once the board has reviewed and adopted plans of work and the proposed budget, that document is presented to the general membership for adoption. Only the membership is authorized to make changes to the budget, either at the time it is originally presented, or throughout the year.

ANYTOWN PTA PROPOSED BUDGET (FISCAL YEAR)

ANTICIPATED INCOME:

Cash on hand (per audit)	\$ _____
Local Unit Portion of dues (# of members X unit dues)	\$ _____
Donations (cash/in kind)	\$ _____
Ways & Means projects (list programs being used)	\$ _____
 Total Anticipated Income	 \$ _____ +

PROPOSED EXPENDITURES:

Administrative Costs (Include officers expenses, insurance costs, legal/audit expenses, procedure books, etc)	\$ _____
Committee Expenses (Standing Committees-list individually)	\$ _____
Leadership Training/Development (Include conventions, state conferences district events, council events)	\$ _____
Student Activities (Include assemblies, cultural arts programs graduation activities, field trips etc.)	\$ _____
Contributions/Dues (Include council dues, scholarship fund donations, Founders Day etc.)	\$ _____
Contingency Fund (1 time unanticipated emergency)	\$ _____
Allocation to incoming board (should be found in standing rules)	\$ _____
 Total Proposed Expenditures	 \$ _____ +

Date approved by board

Date adopted by membership

+ These numbers should be the same.