

Everyday PTA
 Everywhere, California
 Jane Doe, Treasurer
 Fiscal year 200X-200XI

<i>CATEGORY</i>	<i>INCOME</i>	<i>EXPENSES</i>
Contributions: Donations, Grants received, Sweepstakes, Raffles, Lotteries, Collections, E-Scrip, Scholarship money		
	\$ _____	\$ _____
Programs		
Educational Support	_____	_____
Emergency Preparedness	_____	_____
Health and Safety	_____	_____
Hospitality	_____	_____
Library/Media	_____	_____
Parent Education	_____	_____
Programs for Students (list)	_____	_____
Red Ribbon Week	_____	_____
Reflections	_____	_____
Room Representatives	_____	_____
Yearbook	_____	_____
Unit Membership Dues	_____	_____0_____
Investment Income/Interest	_____	_____0_____
Special Events		
Jog-a-thon	_____	_____
Gift Wrap	_____	_____
Winter Raffle	_____	_____
Carnival	_____	_____
Ice Cream Sales	_____	_____
SCRIP	_____	_____
Inventory		
Spirit Wear	_____	_____
Expense Categories		
Grants/scholarships paid (from Contributions income)		\$ _____
Professional Fees and Payments		_____
Printing, copying, postage, publications, shipping		_____
Supplies		_____
Other Expenses:		
Awards/ Past President's Pin		_____
Conferences, workshops registrations		_____
Convention registration		_____

Goodwill Offering from unit _____
 Founders Day expenses _____
 Insurance _____
 Organizational _____
 Travel: transportation, meals _____

Subtotal: unit income \$ _____
Subtotal: unit expenses \$ _____

Membership dues not _____ * _____ *
 belonging to the unit
Goodwill Offering
 from membership _____ * _____ *

• These amounts should be identical.

Subtotal: income/expenses
not belonging to the unit: \$ _____ \$ _____

Total Income \$ _____
Total Expenses \$ _____

Checkbook Balances:

Beginning Balance – July 1, 200X \$ _____
 Estimated Income: _____
 Subtotal: _____
 Estimated Expenses: _____
Estimated Ending Balance – June 30, 200XI: \$ _____

Signature: _____

Title: Treasurer, Everyday PTA

Date presented to executive board: _____

Date adopted by executive board: _____

Date adopted by association: _____

Notes to the Budget

1. Grants paid out include allotments made to teachers for their use during the school year. For example, if each teacher is allotted \$100 for school supplies at the beginning of the year and is reimbursed as expenses are accrued, this activity comes under the heading of grant expenses even though no outside grants were received for this purpose. This is an internal “grant expense.” Scholarships also appear under grants received (outside donations) and grants paid (internal grants or awarding of grants.) Receipts are still required for teacher allotments.

2. You will notice that “**Raffles**” appear in two different places – Contributions and Special Events (fundraisers.) The distinction in placement depends upon the type of raffle you are conducting. If you are having a “basket sale,” for example, and your school clubs go out and solicit donations from the community to fill baskets for a raffle, this income would come under Donations. There is little or no direct cost of this raffle. If, however, the PTA bought five cases of wine at \$5 a bottle and raffled them off for \$25 a bottle along with other goodies in a basket, this would come under both Contributions and Special Events. The \$20 per bottle income is a Contribution/Donation. The \$5 a bottle -- both income and expense -- would appear under Special Events. Bingo and other gaming activities also appear under Special Events. With the increase of gaming in the State of California, gaming by non-profits is being discouraged.

3. Savings account interest appears under Investment Income.

4. You will notice that there is no such line item called “Officer’s Expenses.” If you have planned your budget carefully, you will not need one. A PTA officer/chairman has no expense account or salary. Any reimbursement he or she receives can be placed in its proper category. If a financial secretary or treasurer needs stamps, the proper line item is Postage. If a PTA chairman needs easels for Reflections, the purchase can go either under Reflections or Supplies. The president’s mileage will go under Travel. There is a catch-all category called “Organizational” if you have some really off-the-wall expenses. (Perhaps the penalty for filing your 990-EZ Informational Return LATE!)

5. You will also notice there is no such line item as “Petty Cash.” The PTA treasurer should pay ALL BILLS BY CHECK. Using a petty cash fund is a symptom of sloppy accounting. Petty cash is often needed for fundraisers where inventory is sold. In that case, the amount in the cash box should be an advance to the fundraiser and should be returned to the general fund (and credited to the fundraiser) when the fundraiser is finished.

6. A rebate should be an adjustment to expenses and not income. It should not appear as a separate line item on your budget. For example, if you purchase a computer for \$1,000 and receive a \$200 rebate, you did not make \$200 by using this computer. In reality, the true cost of the computer was \$800. This distinction may not be important to you, but your accountant will have to deal with it.

7. E-Scrip is considered a contribution.

8. PTAs generally do not have sale of assets other than inventory. Most PTAs are not employers. Payments to independent contractors, including tax professionals and assembly providers paid directly, are a separate line item. Independent contractors should appear on your Workers Comp form due every January. If your PTA is going to pay for assemblies, it is recommended that you pay the school or the school district so that they may assume liability and take care of employment issues.

9. The difference between a Program and a Special Event (fundraiser) can be determined by examining the purpose of the event. A **Book Fair is a Special Event** if books are bought at a discount and sold at list price. It raises money. A **Book Fair is a Program** if books are bought at a discount and sold either close to that price or at a loss in order to get books into the hands of students who might not otherwise be able to afford them.