

ALL ABOUT BUDGETS

What is a budget?

It's a guide of what money your PTA hopes to earn and how you plan to spend it.

Why prepare a budget?

To meet the needs of the year's activities as planned by your PTA.

Who prepares the budget?

- * The budget committee is appointed by the president or president-elect. If the unit does not have a budget chairman, the treasurer is often designated as the committee chairman.
- * It should include ways and means chairman, the president (ex officio), the treasurer and others.
- * The committee:
 - Meets early in the year and reviews past budgets, income and expenditures;
 - Estimates needs of the association and their probable cost;
 - Estimates probable income from all sources;
 - Balances probable income with probable expenses;
 - Allows a contingent fund to cover unbudgeted items and emergencies.

What expenditures should the budget cover?

- * The primary priority in any budget is to finance PTA activities, including, but not limited to:

Organizational Expenses	Workshops
Leadership Training	Programs for parents/children
Officers & Chairmen Expenses	Newsletter Expenses
Purchases of IPT, Our Children and other PTA publications	Postage
	Flyer Expenses
Attendance at council & region functions	
Attendance at Indiana PTA Convention	
Attendance at Indiana Legislative Conference	
Attendance at National PTA Convention	

Why should our unit spend all that money to send someone to convention?

- * A primary priority in any PTA budget is for organizational expenses and leadership development.
- * Through attendance at State Convention, your unit is building a good foundation of knowledgeable and trained PTA leaders. If the president or president-elect is unable to attend, an alternate should be elected by the association.
- * Your unit should be represented at convention in order to vote on important State PTA business, such as the Legislative Program, bylaw amendments, resolutions and election of officers and to attend important workshops.

PTA is a volunteer organization, but do any PTA officers get paid?

- * All PTA officers on local, state and national level are VOLUNTEERS and do not get paid.

All About Budgets (continued)

How should funds be raised to meet budget requirements?

- * Frequent solicitations of contributions from members are unwise; they are not only irritating to many but may embarrass and drive away those who cannot afford them.
- * National PTA's "Money Matters" provides ideas for fund-raising projects.
- * Funding PTA Activities, an Indiana PTA brochure, is also a good resource.
- * All fund-raising projects must be approved by a vote of the board and that vote must be recorded in the minutes, which should include:
 - A description of projects to be undertaken
 - Person(s) responsible for the project
 - Purpose for which the project's income will be spent.

Who approves the budget?

- * The year's budget committee should present the budget to the board for its consideration and recommendation. The budget is then presented to the association for adoption at the first meeting.

How do we allow for additional expenditures which arise after the budget is approved?

- * The budget may be amended by a vote of the association.

How are bills paid?

- * Pay everything by check; NEVER use cash.
- * Sign only those checks that have been filled out completely.

What is a check request form?

- * It is an authorization form for the payment of a bill used by some units.

SAMPLE CHECK REQUEST FORM

_____ PTA Authorization to Pay

Name of Committee _____ Budget Allowance _____

Chairman's Name _____

<u>Itemize Purchases</u>	<u>Amount</u>
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- 1.
- 2.
- 3.

Make checks payable to : _____ Total _____

Address: _____

Chairman's signature _____

Treasurer's signature _____

Date Paid _____

Check No. _____

Receipts must be attached for payment.

There shall be an explanation of all miscellaneous expenses.

How much money do we have to leave in the treasury for the next administration?

- * The amount you feel is needed to begin the operation of the organization.
- * How much did YOU need at the beginning of the year?

What is an audit?

- * An audit of the books (treasurer's ledger and bank statements) ensures that receipts have been properly accounted for and expenditures made as authorized and in conformity with unit bylaws and budget limitations.

How often should an audit be made?

- * An audit should be conducted annually and must be done whenever a treasurer resigns.