



## **Arizona PTA/PTSA Local Unit and Council Budget Packet**

The budget is an outline of estimated income and expenses for the year. A finance or budget committee has the responsibility of developing a budget for the PTA/PTSA. This committee may be elected or appointed according to the PTA bylaws and usually consists of three or five members, one of whom is the treasurer, who may act as chair. An adopted budget with a copy of the meeting minutes expressing membership approval needs to be submitted to Arizona PTA by September 30th.

The budget is a living document and should be amended as needed with general membership approval during the fiscal year. The new proposed budget needs to be presented to and adopted by the general membership with areas of change highlighted before the changed expenditures can be spent. Some reasons for amendments may include; increased or decreased income (fundraisers doing better or worse than expected), expenses higher or lower than expected (through the monitoring of the treasurer's report items nearing budgeted amounts can be identified and adjusted as needed) and the reallocation of funds (also through the monitoring of the treasurer's report areas of unused funds can be reallocated to areas of need). It is advised the budget should be reviewed for needed adjustments at least once during the fiscal year.

For guidance on how to create a budget, approval of expenditures, restricted funds and more refer to National PTA Back to School Kit.

If you have further questions contact your regional director or the Arizona PTA Treasurer.

## Budget breakdown

Every budget should include certain items and follow at least a basic format. Be sure to include the PTA name, address, the fiscal year and the date adopted on the budget.

### Income

- Carryover – The amount of funds left over from the prior year.
- Membership dues – Amount of dues collected from members.
- Donations - General donations and restricted donations should be listed separately. Restricted contributions are donations received in which the **DONOR** restricts the use to a particular purpose.
- Fundraising – List the individual fundraising events planned for the year.

### Expenses

- **Membership Dues** – Amount of dues owed to National and State PTA.
- **Insurance** - Liability insurance must be paid by the board for the upcoming fiscal year to stay in good standing by June 30<sup>th</sup>. A late fee will be assessed for payments postmarked after July 1st.
- **Training/Convention** – Developing the leadership skills to effectively run the local PTA is not only a benefit to the general membership but local PTA elected officers are required to attend training annually by September 30<sup>th</sup>.
- **Professional services** – Arizona PTA recommends local units that exceed \$50,000.00 gross income enlist the services of a qualified financial professional to prepare and file tax forms. Arizona PTA recommends a qualified financial professional conduct the unit's annual financial review or audit if the gross income exceeds \$50,000.
- **Accounting Program** – Arizona PTA recommends utilization of an accounting program such as Money Minder or QuickBooks to make day-to-day financial operations easier and optimize the ease of transition to new officers. Both programs offer cloud virtualization and ease of use to the novice and advance users.
- **Administration costs** – List the projected amounts for items required to run the PTA for the year. These are items that are not associated with fundraising events or programs (copies, supplies, postage, hospitality, etc.)
- **Fundraising** – The amount of expenses to run each fundraising event.
- **Programs** – List the programs that are planned for the year that will meet the goals and mission of the PTA.
- **Back to school start up** – The amount of funds being set aside to pay for expenses through the summer and the first of the following year.
- **Reserves** – It is recommended to have some savings set aside for years that the membership dips or fundraisers do not meet expectations. For larger projects it may take more than one year to collect the necessary funds.

# *Sample Budget*

PTA Name

Address

Fiscal Year

July 1<sup>st</sup> – June 30<sup>th</sup>

Adopted: \_\_\_\_\_

Carry Forward from Prior Year

\$13,578.02

	Proposed Budget	Prior Year Original Budget	Prior Year Actual Expenses
<b>Income</b>			
Membership	2,000.00	1,500.00	1,940.00
Donations			
General	500.00	500.00	475.00
Restricted	0.00		
Fundraisers			
Auction Income	5,000.00	3,500.00	5,125.00
Bingo Night	2,000.00	2,000.00	2,145.00
Box Tops	500.00	300.00	575.00
Coupon Books	1,000.00	1,000.00	1,250.00
Fall Festival	10,000.00	8,000.00	9,750.00
<b>Total Income</b>	<b>\$21,000.00</b>	<b>16,800.00</b>	<b>21,260.00</b>

**Expenses**

Memerbrship Dues (National and State)	900	675.00	873.00
Adiminstration cost			
Insurance	150.00	125.00	150.00
Supplies	500.00	300.00	456.00
Copies	200.00	150.00	195.00
Training / Convention	1,000.00	750.00	875.00
Hospitality	200.00	150.00	212.00
Fundraising			
Auction Income	500.00	500.00	450.00
Bingo Night	850.00	850.00	815.00
Box Tops	50.00	25.00	35.00
Coupon Books	700.00	500.00	575.00
Fall Festival	6,500.00	5,000.00	4,798.33
Back to School Funds	1,500.00	1,500.00	1,500.00
Programs			
Family Fun Nights	2,000.00	1,000.00	1,000.00
Character Counts	3,000.00	2,000.00	2,000.00
Take Your Family to School Night	2,000.00	1,000.00	1,000.00
Classroom Grants	5,000.00	2,500.00	2,500.00
<b>Total Expenses</b>	<b>\$25,050.00</b>	<b>\$17,025.00</b>	<b>\$17,434.33</b>
Carryover	<b>\$9,528.02</b>	<b>9,527.35</b>	<b>13,578.02</b>

Allocation of reserves (carryover)

Rainyday (savings) 5,000.00

Future Projects (specify) 4,500.00