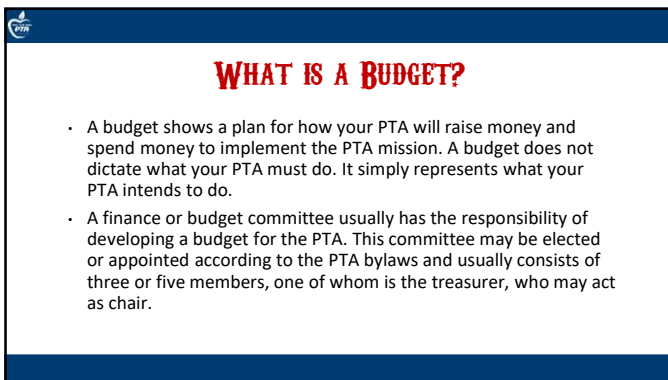
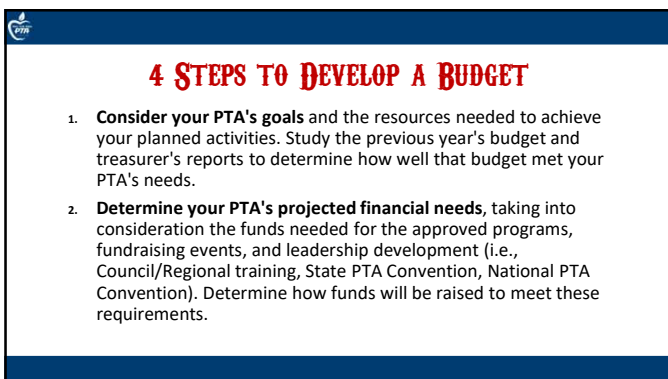





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4 STEPS TO DEVELOP A BUDGET

- Develop a one-year budget** that shows existing funds, as well as projected funds raised and anticipated expenditure or receipts for the year's activities. Expenditures should equal receipts. Check your PTA bylaws to see how the year is defined. See [Sample Budget](#).
- Present the draft budget for approval** to the PTA board or executive committee. Incorporate feedback and then present the draft budget to the PTA membership during a general meeting where a quorum is determined to be present. A majority vote of the members present and voting is required for adoption.


4



LOCAL UNIT SPENDING RECOMMENDATIONS


- Administrative – 15%
- Special Interests – 20% (not a core part of mission)
 - Teacher Appreciation
 - Hospitality
 - Book Fair
- Leadership Development – 10-15%
 - Sustainability of Leadership & Unit
- Committees/Events
 - Reflections
 - Family Engagement

5



Your Local PTA's Name Here		Budget for fiscal year: 2024	
Actual Income Based on 2023 Members			
ACTUAL RECEIPTS		Leadership Education	200.00
Local Membership Dues (\$4 local dues) (30 standard)	1,200.00	District/Council Conferences	500.00
State Interest	400.00	State PTA Convention/National PTA Convention	400.00
Conferences	400.00	Publications/Structures/Our Children	
Endowment Projects		Committees	
General	1,500.00	Membership	100.00
Book sale	400.00	Programs	200.00
Founder's Day	400.00	Volunteers	50.00
Community Networking & Grants	1,000.00	Award(s)	50.00
Other income	500.00	Special Appreciation Awards	
TOTAL ACTUAL RECEIPTS	5,500.00	Projects	300.00
		Canvass	200.00
ACTUAL EXPENDITURES		Book Sale	200.00
Administrative	200.00	Reflections	200.00
Supplies	50.00	Parent Involvement	200.00
Bookkeeping Software	400.00	Student Enrichment Grants	200.00
Printing	400.00	Self-Care Programs	200.00
AMT Insurance	200.00	Reading Scholarships	200.00
		TOTAL ACTUAL EXPENDITURES	1,250.00
		DIFFERENCE	\$ 4,250.00


6



USING & AMENDING YOUR BUDGET

- Throughout the year, the Treasurer/Finance Committee is responsible for tracking the actual results and comparing them to the budget. Whenever a new opportunity arises to further the mission of the PTA (e.g., running an un-budgeted activity or obtaining sponsor funding), the Finance Committee should carefully weigh whether it should be undertaken. Ideally, an un-budgeted activity should have a positive or neutral impact on the PTA's overall budget.
- The budget is only an estimate of the planned expenditures for the year. When there are additional expenses or a change in an allocated expenditure, the budget may need to be amended by a vote of the association at any regular meeting, or at a special meeting called for that purpose. Check your bylaws for specific guidance.


7



SPECIAL FUNDS

- Emergency Reserve** - This fund is intended to serve as a means to retain financial stability in the event of an unforeseen circumstance such as unplanned expenses arising from a project or an unexpected increase in inflation. As a rule, a healthy reserve is between one-half to one full year's average expenditures.
- Excess Funds** - Units may carry over excess funds to the next budget year. No PTA board has the authority to write checks to the school or the principal for un-budgeted items to "clean out" the accounts. Expenditures must be approved by the general membership at a meeting. Every PTA should try to leave sufficient funds for leadership training for new board members (i.e., Council/Regional training, State PTA Convention or National PTA Convention), startup expenses for the new school year, etc. Funds not spent in one budget year should be included in the new budget.


8



SPECIAL FUNDS

- Restricted Funds** - While it is a common PTA rule that one board cannot obligate the next year's board, there is one exception to that rule. The IRS has strict rules on restricted funds. When money is raised for a specific purpose (e.g., technology, a new playground, etc.), the money raised must be spent on that purpose. It does not matter if it is one year, five years, or 25 years from now.
 - If your PTA wishes to use restricted funds for an alternate purpose, the donors must be notified and given the option to have their donation refunded to them. However, if you advertise that money raised is going toward something specific as well as other PTA projects, the collected funds are not restricted, and your board — and future boards — are able to use that money for whatever budget purpose they desire.


9



RECEIVING INCOME/PAYING EXPENSES

- Use Cash Verification Forms, keep detailed records of Deposit (duplicate deposit tickets)
- Itemize Givebacks Payouts to provide summary if more than 1 item is included – *detailed records entered, detailed reports delivered*
- Get detailed, complete invoices from vendors
- Use Voucher/Reimbursement forms – get original, itemized receipts


10



REGULAR REPORTING

- Treasurer's Report presented at EVERY meeting
 - Shows approved budget & what was actually received/spent during calendar month/bank statement period
 - If Treasurer is unable to attend meeting, must still provide report to be presented/shared.

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TREASURER RESOURCES

- NYS PTA Resource Guide – Section 5
- NYSPTA.ORG: Your PTA/Treasurer Information, FAQ page
- NPTA Thrive Learning: <https://thrive.pta.org>
- NPTA – Back to School Kit: <http://www.ptakit.org/>
- IRS – <https://www.stayexempt.irs.gov/>
- Region Treasurer/Director
- NYS PTA Treasurer, Sonya Verrillo treasurer@nyspta.org

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