

BUDGET AND FINANCE

Every year, all PTAs are responsible for putting together a budget for the new school year. The following is information which I hope will be helpful in explaining what a budget is and how it is prepared.

A budget is basically a financial guide showing a plan for obtaining funds and how these funds are to be used.

A budget committee is formed to prepare a budget to meet the needs of a PTA's yearly activities. The committee may include the treasurer, ways and means chairman, past president and president.

The following is a list of PTA activities that MUST be placed in the PTA's budget:

- Administration costs
- Committee Activities and Programs
- PTA Newsletter
- Publications and Educational Materials (subscriptions to NJP-T, National's "Our Children" and National PTA Kits.)
- Leadership Training
- Contributions
- Hospitality
- Special Projects
- Awards and Insignia

Preparing the Budget:

- Consider the amount of money on hand
- Refer to previous year's receipts and expenditures
- Consider the costs of new programs and projects
- Consider increases of postage, supplies, etc.
- Provide enough funds to function during the summer and until dues are collected
- Include money for anticipated expenses for committees, conferences, workshops, Subscriptions and publications
- Consider past successful fundraisers

A local PTA budget is presented to the executive board for approval and the general membership for adoption.

Motions should be recorded in the minutes concerning movement of monies.

When there is an additional expense or a change in an allocated expenditure, the budget may only be amended by the general membership of the PTA.

Always remember, your PTA's money does not belong to the Executive Board of your PTA. It belongs to your general membership and any changes to your budget must be decided by them.

Noreen Kurzynowski
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Budget and Finance Chair