Budgets Made Easy

GETTING STARTED
- Goals and programs drive your budget
- Board-elect meets to decide on tentative goals
- Meet with principal
- Ask teachers and staff
- Involve the association members

WE’VE GOT THE INFO – WHAT COMES NEXT?
- Compare your tentative goals to the info received
- Determine your final goals for the year
- Decide what funds you need to meet the goals
- Determine what activities will provide the necessary funds
**THINGS TO REMEMBER**

- **3 to 1 Rule**
  - For every 1 fund raising activity there should be 3 non-fund raising activities
- Make sure to include operating expenses
  - Insurance premiums
  - Council/district workshop fees
  - Council/district association meeting fees
  - California State PTA Convention
  - National PTA Convention

**MORE THINGS TO REMEMBER**

- **Hospitality**
  - Total Hospitality costs should not exceed 5% of total expenditures
  - Meals, snacks for volunteers working during an event or project not considered hospitality
- PTA funds should not be spent on personal gifts
- Carry-Over Funds for next year
- Budgets are living documents and can be amended

**BUDGETING FOR CONVENTION**

- Convention is State and National Annual Association meeting
  - Important to attend to represent your members
- California State Convention – Riverside, CA
  - May 15-17, 2020
  - capta.org for updates and additional info
- National Convention – Louisville, KY
  - June 18-21, 2020
  - pta.org for updates and additional info
Questions Anyone?

FINANCIAL RESOURCES
- California State PTA Toolkit: toolkit.capta.org
- California State PTA website: www.capta.org
- Tax Filing Support Specialist: taxinfo@capta.org
- Bylaws
- Insurance Guide
- Attorney General: www.ag.ca.gov
- IRS: www.irs.gov
- California Franchise Tax Board: www.ftb.ca.gov
- Secretary of State: www.sos.ca.gov