

BUDGETS MADE EASY

Melinda Kirkland – Treasurer
California State PTA
2019 Regional Leadership Conference

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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

2

**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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

3

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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

Questions Anyone?

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

7

FINANCIAL RESOURCES

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

2019 CAPTA Regional Leadership Conference: Budgets Made Easy

8
