

ABC PTA
PROPOSED BUDGET 2020 - 2021

NOTES

BALANCE FORWARD from previous year \$ **6,543.59**

ESTIMATED INCOME (RECEIPTS)

Contributions

Includes grants, gifts, cash donations, and proceeds from corporate co-ventures (rewards programs, passive fundraisers, etc.)

AmazonSmile	\$ 100.00
Box Tops	\$ 750.00
Community Cards	\$ 100.00
Corporate Sponsorship	\$ 1,000.00
Donations	\$ 200.00
eScrip	\$ 200.00
Food Truck Proceeds / Donations	\$ 450.00
Grants	\$ 1,500.00
Jamba Juice Rewards	\$ 25.00
My School's Cool	\$ 500.00
Ralphs Rewards	\$ 200.00
Restaurant Nights	\$ 400.00

Total Contributions \$ 5,425.00

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Membership Dues

Unit portion of membership dues ONLY; membership goal times unit portion of dues

Membership Dues -- From Totem (PTA electronic membership system)	\$ 225.00	Sample dues are \$10.00. Unit portion is \$4.50. Goal for the year is 50 memberships through Totem.
Membership Dues -- ALL Other Sources - Unit Portion Only	\$ 900.00	Sample dues are \$10.00. Unit portion is \$4.50. Goal for the year is 200 memberships, not through Totem.

Total Membership Dues \$ 1,125.00

Fundraising Income

GROSS income from fundraisers. Do NOT enter the money you made MINUS expenses. You must report ALL income.

Book Fair	\$10,000.00	
Carnival / Picnic	\$18,000.00	This could be a PROGRAM (family engagement) if you do not make more than 5% -- 10% back.
Catalog Fundraiser	\$20,000.00	
Concessions	\$ 5,000.00	
Directory	\$ 1,000.00	If you GIVE the directory away without charging for it, it would be a PROGRAM (parent engagement).
Holiday Boutique	\$ 4,000.00	
Magazine Sales	\$10,000.00	
Raffles	\$ 1,800.00	Remember the 90/10 rule.
Read-A-Thon / Walk-A-Thon / Jog-A-Thon	\$ 2,500.00	
Silent Auction	\$ 2,000.00	
Spaghetti Feed	\$ 1,000.00	
Spiritwear	\$ 1,000.00	
Variety Show/ Talent Show	\$ 3,000.00	This could be a PROGRAM (family engagement) if you do not make more than 5% -- 10% back.

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World's Finest Chocolates / See's Candies	\$ 3,500.00
Yearbook	\$ 4,000.00

This could be a PROGRAM (family engagement) if you do not make more than 5% -- 10% back.

Total Fundraising Income \$86,800.00

Administration Income

Bank Fees -- NSF Fees Collected	\$ 100.00
Bank Interest	\$ 10.00

You are allowed to collect bank fees incurred if someone bounces a check.

You must declare this as income.

Total Operating Income \$ 110.00

Program Income

Nominal income generated at non-fundraising events, i.e. sale of game tickets, toys/treats, popcorn at movie night, etc.

Family Movie Night	\$ 400.00
Math/Science Night	\$ 200.00

Total Program Income \$ 600.00

TOTAL \$94,060.00

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Receipts Not Belonging to Unit

Council, District, State and National PTA Membership Per Capita	\$ 1,100.00	Sample dues are \$10.00. \$5.50 goes up channels to Council, District, State, and National PTA. Goal is 200 memberships NOT through Totem. (Per capita dues for Totem memberships are automatically remitted.) This is ONLY "receipts not belonging to unit" if you collect from members for Founders Day and send it up channels.
Founders Day Freewill Offering	\$ 25.00	
Total Receipts Not Belonging to Unit	<u>\$ 1,125.00</u>	
TOTAL ESTIMATED RECEIPTS	<u>\$95,185.00</u>	

ESTIMATED EXPENSES (DISBURSEMENTS)

Fundraising Expenses

Fundraisers

Book Fair	\$ 6,000.00	This is the cost of the books you sell / the invoice you get from Scholastic. Include cost of flyers/promotion.
Catalog Fundraiser	\$13,000.00	The cost of product you sell (i.e. the invoice from the catalog company).
Directory	\$ 500.00	Cost to print directory. Could also be a PROGRAM (see income, above)
Holiday Boutique	\$ 2,000.00	
Magazine Sales	\$ 5,000.00	
Raffles	\$ 200.00	Remember the 90/10 rule
Read-A-Thon / Walk-A-Thon / Jog-A-Thon	\$ 50.00	Cost of refreshments, prizes, flyers/promotional materials.

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Silent Auction	\$ 200.00	Cost of display, printing, etc. Most silent auction items are donated.
Spiritwear	\$ 750.00	Cost to refresh inventory.
World's Finest Chocolates / See's Candies	\$ 1,800.00	Cost of chocolate / invoice from See's
Yearbook	\$ 2,000.00	Cost to print yearbook.

Fundraising Events

Carnival

<i>Rent/Facility Costs</i>	\$ 500.00	Payment for use of facilities
<i>Food and Beverages</i>	\$ 2,000.00	Concessions
<i>Entertainment</i>	\$ 5,500.00	Games, DJ, face painter, inflatable obstacle course
<i>Other Direct Expenses</i>	\$ 1,000.00	Flyers, promotional materials, giveaways for games, etc.

Variety Show/ Talent Show

<i>Rent/Facility Costs</i>	\$ 175.00	Payment for use of auditorium
<i>Food and Beverages</i>	\$ 300.00	Concessions
<i>Entertainment</i>	\$ 50.00	Emcee
<i>Other Direct Expenses</i>	\$ 200.00	Printing costs (programs, flyers, posters, tickets)

Total Fundraising Expenses \$41,225.00

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Operating Expenses

This is the cost of doing business as an organization.

General Operating Expenses

Bank Fees	\$ 200.00	This is the expense line item for NSF bank fees.
Donation Fees	\$ 10.00	This is the cost of donations made through Totem.
XYZ Council Dues	\$ 90.00	Cost to send a PTA delegate to the monthly XYZ Council meetings, plus membership. Paid to XYZ Council.
XYZ Council PTA Assessment	\$ 400.00	Annual assessment to belong to XYZ Council PTA. Not optional. Payable to XYZ Council PTA.
XYZ Council PTA Installment Luncheon	\$ 90.00	This is the year-end installation luncheon for XYZ Council PTA officers. Principals are invited.
Charitable Trust Annual Filing Fee (RRF-1)	\$ 25.00	Fee to renew the CA charitable trust registration. Payable to CA Office of the Attorney General.
Copy Service / Print Center	\$ 250.00	Printing/copying costs not related to fundraisers.
First District PTA Officer's Training Workshops	\$ 150.00	June leadership training.
Founders Day Event	\$ 200.00	To honor past presidents at your school and recognize the original founders of PTA.
Honorary Service Awards -- Council PTA Banquet	\$ 500.00	
Honorary Service Awards -- Recognition at Unit	\$ 300.00	Award certificates and pins
Insurance	\$ 225.00	General liability, bonding, director's & officers, and workers comp for your PTA. Paid to XYZ Council PTA.
Membership Envelopes	\$ 100.00	
Officer and Chairman Supplies (not program/event related)	\$ 350.00	
Past President Pin & Certificate	\$ 100.00	
Postage	\$ 75.00	
President's Reimbursement	\$ 150.00	
PTA Banner Maintenance	\$ 200.00	

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PTA Equipment Maintenance/Replacement	\$ 100.00	Cost to repair or replace PTA-owned items, such as coffee makers,
PTA Meeting Supplies (Non-Food Items)	\$ 200.00	
PTAEZ Accounting Software Subscription	\$ 250.00	
Raffle Permit Filing Fee	\$ 20.00	Payable to the CA Office of the Attorney General. Due in August.
State PTA Convention	\$ 2,500.00	
Website	\$ 200.00	

Postage, Printing, and Promotional Materials

Copy Services / Print Center	\$ 500.00
Newsletter	\$ 1,000.00
Postage	\$ 100.00

Services

Tax Preparation Services	\$ 800.00
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Total Operating Expenses \$ 9,085.00

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Program Expenses

NONFUNDRAISING events and programs related to the organization's mission and purpose.

Parent Education / Parent & Family Engagement

Boo Hoo / Yahoo	\$ 200.00
Breakfast with Buddies & Muffins with Moms	\$ 250.00
Speakers / Presentations for Parents	\$ 500.00
Welcome Activities / Back To School Picnic	\$ 500.00

Student Engagement and Enrichment

Art Day	\$ 1,000.00
Garden	\$ 500.00
Earth Day / Green Month	\$ 500.00
Reflections	\$ 400.00
Science Fair	\$ 50.00
Teacher Supplies	\$ 1,000.00

Health, Safety, and Welfare

Student Welfare / Nurse's Supplies	\$ 100.00
Walk-to-School Day	\$ 200.00

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Wellness Month \$ 500.00

Hospitality

Must be less than 5% of your budgeted expenses.

Teacher Appreciation Week \$ 500.00

Welcome Back Luncheon (staff) \$ 750.00

Volunteer Appreciation Tea \$ 200.00

Grants

These items should be paid for by your school district. The expense to PTA is the amount you fundraise and gift to the district to pay for these programs. USE A FIDUCIARY AGREEMENT

Assemblies \$ 5,000.00

Field Trip Buses \$ 5,000.00

Library Improvement \$ 1,000.00

Music Programs \$ 2,000.00

Periodical Subscriptions (Time for Kids, National Geographic, etc.) \$ 1,500.00

Staff Salaries \$ 3,500.00 **Not encouraged. District responsibility.**

Reading Program \$ 1,500.00

Math Program \$ 1,500.00

Total Program Expenses \$27,950.00

TOTAL \$78,260.00

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DISBURSEMENTS NOT BELONGING TO UNIT

Council, District, State, and National PTA Membership Per Capita	\$ 1,100.00	The portion of our membership dues that goes to other branches of PTA.
Founder's Day Freewill Offering	\$ 25.00	Pass-the-hat collection of \$\$ donated to upper channels in memory of PTA founders.

Total Disbursements Not Belonging to Unit \$ 1,125.00

TOTAL ESTIMATED DISBURSEMENTS \$79,385.00

CARRY-OVER TO NEXT YEAR

\$ 3,000.00 Includes: Tax prep, estimated insurance, raffle filing fee, RRF-1 filing fee, Welcome Back Luncheon, rounded up, plus \$1,000 contingency

UNALLOCATED RESERVES / (SHORTFALL)

\$11,675.00 Income minus expenses

BALANCE ON HAND

\$18,218.59 Balance forward previous year plus unallocated reserves

Sally Smith

Prepared by Sally Smith, Treasurer

DATE PRESENTED: _____

DATE ADOPTED: _____