PA/PTA: MUST BE FILED WITH THE PRINCIPAL BY THE JUNE PA/PTA MEETING PRESIDENTS’ COUNCIL: MUST BE FILED WITH THE SUPERINTENDENT BY THE JUNE COUNCIL MEETING

*Please check and complete only one:*

# PA/PTA School Name: District or Borough:

**Presidents’ Council District or Borough:**

|  |
| --- |
| **ANTICIPATED INCOME** |
| **Anticipated Income Source** | **Anticipated Amount** |
| Beginning Balance as of 7/1/20  | $ |
| Membership Dues | $ |
| List below all other anticipated sources of income. List each planned fundraising activity separately. Include all gifts and contributions received. 1 Amounts listed must be expected gross receipts, not profits. |
| *e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.* |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | Total Anticipated Income for the period$ |

1 Attach a page containing additional lines, if needed to account for all sources of anticipated income.

Proposed Budget Form

|  |
| --- |
| **ANTICIPATED EXPENSES** |
| **Anticipated Expenses2** – Itemize each anticipated expense on aseparate line. A single fundraising activity may involve more than one expense. Include anticipated donations to the school/district and identify the proposed purpose for all donations.3 | **Amount** |
| *e.g., Payment to ABC Photography for picture sale services, postage for mailings, printing costs, etc.* |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | Total Anticipated Expenses for the period$ |

|  |
| --- |
| **ANTICIPATED FUND BALANCE AS OF 6/30/20**  |
| Total Anticipated Income (including Beginning Balance) – Total Anticipated Expenses = Anticipated Fund Balance |
| Total Anticipated Income from Page 1:$ | **-** | Total Anticipated Expenses from Page 2:$ | **=** | **Anticipated Fund Balance:**$ |

|  |
| --- |
| **Date Proposed Budget Form was distributed to Members:** |
| **Date Proposed Budget Form was distributed to the Principal/Superintendent:** |
|  |
|  |  |
| Prepared By (print): |  |
| President Signature: | Date: |
| Treasurer Signature: | Date: |

2 Expenses are any payments for goods or services provided to a vendor, store, business, etc., including reimbursements to members following the submission of receipts for out of pocket expenses.

3 Attach a page containing additional lines, if needed to account for all anticipated expenses.

Proposed Budget Form