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BUDGET (Sample)

FISCAL YEAR _____

Name of Unit _____ IRS EI # _____
 Council _____ District PTA _____
 Bank Name _____ Account # _____
 Bank Address _____

BALANCE ON HAND from previous year \$ _____

ESTIMATED RECEIPTS

Interest income \$ _____
 Membership dues (unit portion only) \$ _____
 Fundraising (list individually) _____
 _____ \$ _____
 _____ \$ _____

TOTAL \$ _____

RECEIPTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____
 Founders Day freewill offering \$ _____

TOTAL \$ _____

TOTAL RECEIPTS \$ _____

ESTIMATED DISBURSEMENTS

Operating expenses

Membership envelopes \$ _____
 Insurance premium \$ _____
 Newsletter and publicity \$ _____
 Council/district PTA leadership workshops \$ _____
 Convention (State/National PTA) \$ _____
 Officers' and chairmen's reimbursement \$ _____
 Past president's pin \$ _____
 Honorary Service Award \$ _____

Program expenses

Programs and assemblies \$ _____
 Reflections Art Program \$ _____
 Family Engagement \$ _____
 Emergency preparedness \$ _____
 Hospitality \$ _____

Fundraising

Carnival \$ _____
 Book fair \$ _____
 Gift wrap \$ _____

Carry-over to next year

Unallocated reserves \$ _____

TOTAL \$ _____

DISBURSEMENTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____
 Founders Day freewill offering \$ _____

TOTAL \$ _____

TOTAL DISBURSEMENTS \$ _____

BALANCE ON HAND \$ _____

Date _____

Treasurer's Signature _____

Fig. F-1 Budget (Sample)