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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 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 \$ _____

 Treasurer's Signature Date _____

(Sample only, please customize with the programs and fundraisers specific to your unit.)