

**SAMPLE PTA BUDGET**

FISCAL YEAR \_\_\_\_\_

Name of Unit \_\_\_\_\_ IRS EIN # \_\_\_\_\_  
 Council \_\_\_\_\_ PTA District \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Account # \_\_\_\_\_  
 Bank Address \_\_\_\_\_

**BALANCE ON HAND** from previous year \$ \_\_\_\_\_

**ESTIMATED RECEIPTS**

Interest Income \$ \_\_\_\_\_  
 Membership dues (unit portion only) \$ \_\_\_\_\_  
 Fund raising (list individually) \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**RECEIPTS NOT BELONGING TO UNIT**

Council, PTA district, State and National PTA Dues \$ \_\_\_\_\_  
 Founders Day freewill offering \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**TOTAL RECEIPTS** \$ \_\_\_\_\_

**ESTIMATED DISBURSEMENTS**

**Operating Expenses**

Membership Envelopes \$ \_\_\_\_\_  
 Insurance Premium \$ \_\_\_\_\_  
 Newsletter and Publicity \$ \_\_\_\_\_  
 Council/district 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 \$ \_\_\_\_\_  
 Parent Involvement \$ \_\_\_\_\_  
 Emergency Preparedness \$ \_\_\_\_\_  
 Hospitality \$ \_\_\_\_\_

**Fund Raising**

Carnival \$ \_\_\_\_\_  
 Book Fair \$ \_\_\_\_\_  
 Gift-Wrap \$ \_\_\_\_\_

**Carry Forward Funds** (Next term) \$ \_\_\_\_\_

**Unallocated Reserves**

**TOTAL** \$ \_\_\_\_\_

**DISBURSEMENTS NOT BELONGING TO UNIT**

Council, district, State and National PTA Dues \$ \_\_\_\_\_  
 Founders Day freewill offering \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**TOTAL DISBURSEMENTS** \$ \_\_\_\_\_

\_\_\_\_\_  
 Treasurer's Signature Date \_\_\_\_\_

Association Approval Date: \_\_\_\_\_