



Copper Canyon PTA Budget Worksheet Instructions

Each year the Budget Committee meets at the beginning of school to prepare and review the PTA's annual operating budget. The committee is comprised of the PTA's Executive Board, the principal, at least two parent representatives and two teacher representatives.

We will be having 2 meetings to prepare this year's budget. The budget will then be submitted for approval at a General PTA meeting.

To assist the Budget Committee, we are asking you to complete a Budget Worksheet for your committee or program. Even if you do not need any funds for your committee, please enter "0" under "Total Estimated Budget" amount and submit it. **All forms must be turned in to your PTA Board Liaison by the date listed on the worksheet so that we can accurately plan.**

The form includes the amount of income and expense that was spent for the past two separate years and then asks you to itemize anticipated needs/items for the coming year. Not all the funds have to be spent - - please use your budget efficiently and responsibly.

Please realize that funds requested are not automatically granted, but will be taken under consideration by the Budget Committee. Once the budget has been approved, you will be informed as to what amount has been applied to your committee or area.

If you have any questions about the Budget Worksheet, please contact your PTA Board Liaison. Thank you for all of your dedication to our school and have a great year!