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## MCCPTA Training

June 6, 2012  
Walter Johnson HS

# Your PTA Budget – a Living Document

### Your budget cycle

When do you make a budget?

Who puts a budget together?

When does the budget get passed?

Who has to approve a budget?

How do you change your budget mid-year?

### Time Line

Create a timeline working backwards from your necessary approval date

Be informed about prior program costs and incomes and utilize your Chairpeople

Collect reports from previous chairs about costs and income and potential changes, share this information with incoming chairs and get their input.

What serves your PTA, many line items or broad categories? Is detail informative or encumbering?

### Fundraising goals

What comes first—the income or the programs?

Does your budget support PTA goals and strengthen your organization?

Appropriate expenses

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(Revised from Jane de Winter's presentation September 24, 2011)

# MONTGOMERY COUNTY MIDDLE SCHOOL PTSA, INC.

## Sample Account Listing

June 6, 2012

Account	Type
Checking	Bank
Savings	Bank
Opening Balance Equity	Equity
Retained Earnings	Equity
Fundraising Income	Income
Fundraising Income:Bingo Night	Income
Fundraising Income:Book Fair	Income
Fundraising Income:Clothing recycling	Income
Fundraising Income:Donations	Income
Fundraising Income:Fall Fundraiser	Income
Fundraising Income:Fall Fundraiser:Otis Spunkmeyer	Income
Fundraising Income:Golf Tournament	Income
Fundraising Income:Mixed Bag Fundraising Income	Income
Fundraising Income:Restaurant Nights	Income
Fundraising Income:School Spirit	Income
Fundraising Income:Sports Equipment Sale	Income
Fundraising Income:Spring Fundraiser	Income
Fundraising Income:Spring Fundraiser:Otis	Income
Fundraising Income:Student Directory Income	Income
Fundraising Income:Theme Dinners	Income
Operating Income	Income
Operating Income:PTSA Dues	Income
School Functions Income	Income
School Functions Income:8th grade dance ticket sales	Income
School Functions Income:Activity Night	Income
School Functions Income:Activity Night:Monday Night Football	Income
School Functions Income:Basketball	Income
School Functions Income:Basketball:Admissions	Income
School Functions Income:Basketball:Food Sales	Income
School Functions Income:Basketball:Hearts for Haiti	Income
School Functions Income:Basketball:Raffle	Income
School Functions Income:Evening of Excellence	Income
School Functions Income:Fifth grade mixer	Income
School Functions Income:Ptsa Spring Dance	Income
School Functions Income:Ptsa Spring Dance:Food	Income
School Functions Income:Ptsa Spring Dance:Tix	Income
Uncategorized Income	Income
8th Grade Gift	Expense
Admin/Operating Expense	Expense
Admin/Operating Expense:Bank Fees	Expense
Admin/Operating Expense:Bulk Mail Permit	Expense
Admin/Operating Expense:Communication and Copying	Expense
Admin/Operating Expense:ICB Fees	Expense
Admin/Operating Expense:Insurance	Expense
Admin/Operating Expense:New Elementary School Gift	Expense

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June 6, 2012

Account	Type
Admin/Operating Expense:Newsletter	Expense
Admin/Operating Expense:Newsletter:Newsletter Mailing	Expense
Admin/Operating Expense:Newsletter:Newsletter Printing	Expense
Admin/Operating Expense:NW Cluster Dues	Expense
Admin/Operating Expense:Office Supplies Postage	Expense
Admin/Operating Expense:Office Supplies Postage:Postage	Expense
Admin/Operating Expense:President's and Principal's Din	Expense
Admin/Operating Expense:PTSA (MCCPTA & MPTA) Dues	Expense
Admin/Operating Expense:Sales Tax Paid	Expense
Admin/Operating Expense:Student Directory	Expense
Admin/Operating Expense:Sunshine & Hospitality	Expense
Admin/Operating Expense:Tax Prep	Expense
Admin/Operating Expense:Technology Support	Expense
Admin/Operating Expense:Volunteer Appreciation Dinner	Expense
Admin/Operating Expense:Website	Expense
Fundraising Expense	Expense
Fundraising Expense:Bingo Night Expenses	Expense
Fundraising Expense:Bookfair Expenses	Expense
Fundraising Expense:Fall Fundraiser Expenses	Expense
Fundraising Expense:Golf Tournament Expense	Expense
Fundraising Expense:Mixed Bag Fundraiser	Expense
Fundraising Expense:Raffle Expense	Expense
Fundraising Expense:School Spirit Expenses	Expense
Fundraising Expense:Sports Equipments Sale	Expense
Fundraising Expense:Spring Fundraiser Expenses	Expense
PTSA Programs Expense	Expense
PTSA Programs Expense:Classroom Enrichment	Expense
PTSA Programs Expense:Cultural Arts Programs	Expense
PTSA Programs Expense:Destination Imagination	Expense
PTSA Programs Expense:Gardening	Expense
PTSA Programs Expense:International Night	Expense
PTSA Programs Expense:Kingsview Family Emerg. Fund	Expense
PTSA Programs Expense:Mini-Grant	Expense
PTSA Programs Expense:Parent Teacher Enrichment	Expense
PTSA Programs Expense:President's Fund	Expense
PTSA Programs Expense:Principal's Coffees	Expense
PTSA Programs Expense:Ptsa Spring Dance Expense	Expense
PTSA Programs Expense:Reflections	Expense
PTSA Programs Expense:Scholarship Fund	Expense
PTSA Programs Expense:School Gift	Expense
PTSA Programs Expense:Staff Appreciation	Expense
PTSA Programs Expense:Staff Appreciation:Secretary's Week	Expense
PTSA Programs Expense:Team Grants	Expense
PTSA Programs Expense:Volunteer Recognition	Expense
School Functions Expense	Expense

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June 6, 2012

Account	Type
School Functions Expense:5th Grade Mixer	Expense
School Functions Expense:8th Grade Social	Expense
School Functions Expense:Activity Nights Expenses	Expense
School Functions Expense:Basketball Night	Expense
School Functions Expense:Eighth Grade Dance	Expense
School Functions Expense:Eighth Grade Dance:8th grade dance photography	Expense
School Functions Expense:Eighth Grade Send-off	Expense
School Functions Expense:Ice Cream Social	Expense
School Functions Expense:Spring Dance	Expense
School Functions Expense:Valentine's Day Dance	Expense
School Programs Expense	Expense
School Programs Expense:After School Activities	Expense
School Programs Expense:Celebration of Arts	Expense
School Programs Expense:Evening of Excellence Expenses	Expense
School Programs Expense:Green Day	Expense
School Programs Expense:Health & Wellness	Expense
School Programs Expense:Historical Artifacts Museum	Expense
School Programs Expense:Leadership Education Conference	Expense
School Programs Expense:Math, Eng & Science Academy	Expense
School Programs Expense:National Junior Honor Society	Expense
School Programs Expense:PBIS	Expense
School Programs Expense:Rose Ann Arms Award	Expense
School Programs Expense:SGA	Expense
School Programs Expense:Special Need & GT Mentoring	Expense
School Programs Expense:Staff Development	Expense
School Programs Expense:Staff Helping Staff	Expense
School Programs Expense:Technology	Expense
Uncategorized Expenses	Expense
Cluster Dues	Other Income
Cluster Dues Exp	Other Expense