



Budget Planning and Committee Plan of Action Report

Committee Contact: _____ email: _____

Event/Program: _____ Date: _____

Volunteers Req'd: _____ # of Students Affected: _____

Thoughtfully Plan the Expenses and Income of your Event or Program.

Expenses (est. high)	\$	Income (est. low)	\$
Cash box? <input type="checkbox"/> Yes <input type="checkbox"/> No		Cash Box Return (Income =Expense)	
Total Expenses	\$	Total Income	\$

Comments:

When the membership approves PTA budget, it is authorizing the Board of Directors to spend the PTSA funds. This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate its own plan and budget (CPOA) and present it to the Board of Directors for approval prior to their event.

Contracts MUST be signed by the PTA President. No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation, financial or otherwise, without the express approval of the Board of Directors.

Board Decision: APPROVED NOT APPROVED DATE _____

Board Recommendations:

