

MCCPTA Training

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Walter Johnson HS

Better Budgeting Begins Now

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?

Time Line

Create a timeline working backwards from your necessary approval date

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

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

Can you change your budget mid-year? How?

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