

Proposed Budget Worksheet

Edison Middle School PTO

BUDGET PLANNING FOR YEAR:

July 1, 2016 - June 30, 2017

PREPARED BY:

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DATE:

9/21/2016

**PROPOSED
BUDGET**

NOTES

Income

Opening Checkbook Balance	\$4,978.93	Checkbook balance at the beginning of fiscal year (07/01/16)
Donations	\$1,000.00	Monies collected
Spirit Wear	\$5,000.00	Gross income from sales of Spirit Wear
Color Run	\$10,000.00	Gross income from fundraiser
Teacher Conference Meals	\$50.00	Monies collected
The Chip Shop	\$11,000.00	Gross income from fundraiser
Chill on the Hill	\$225.00	Monies collected \$2/student
Student Travel	\$1,000.00	Net Profit from ice cream sales
Staff Appreciation Week	\$350.00	Monies collected
8th Grade Party	\$550.00	Monies collected
Total Planned Income:	\$34,153.93	

Expenses

Events & Fundraisers		
Spirit Wear	\$4,000.00	Orders
Color Run	\$3,525.00	30% of Gross Income, DJ \$400 & supplies
The Chip Shop	\$5,160.00	45% of Gross Income & supplies
8th Grade Party	\$2,000.00	Supplies, food, drinks, prizes, DJ & Inflatables
Chill on the Hill	\$700.00	Bus expense & \$4 per student
Student Travel	\$1,000.00	Travel expense for contest winners
Student Recognition		
Pride Cards	\$1,000.00	Prizes for daily drawings
Honors Awards	\$2,000.00	Awards & Certificates
WEB Support	\$750.00	T-shirts, training
Student of the Month	\$250.00	Prizes & breakfasts
Student Allocation	\$3,000.00	Prizes for each grade level
Staff Recognition		
Teacher Appreciation Week	\$250.00	Gifts
Teacher Conference Meals	\$300.00	Meals and/or snacks & drinks
Enrichment		
Counselors Donation	\$200.00	Emergency funds for Students
Assemblies & Speakers	\$1,200.00	
Other Enrichment	\$7,753.93	Left over funds yet to be expensed
PTO Operations		
Required carry-over	\$500.00	Per By-laws we must carry-over \$500 to next year
Liability Insurance	\$175.00	Non-Profit Liability Insurance
Banking	\$100.00	Banking fees & checks
Supplies	\$100.00	
Miscellaneous	\$50.00	
State Incorp Filing Fee	\$10.00	Annual expense
Website	\$130.00	Website annual fee
Total Budgeted Expenses:	\$34,153.93	
TOTAL INCOME - TOTAL EXPENSES =	\$0.00	This number must equal zero for the budget to be balanced.