

Proposed Budget Worksheet

Edison Middle School PTO

BUDGET PLANNING FOR YEAR:	July 1, 2017 - June 30, 2018
PREPARED BY:	Michelle Heath
DATE:	9/20/17

	PROPOSED BUDGET	NOTES
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Income

Opening Checkbook Balance	\$9,336.02	Checkbook balance at the beginning of fiscal year (07/01/17)
Donations	\$500.00	
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	Donations
The Chip Shop	\$22,000.00	Gross income from fundraiser
Chill on the Hill	\$300.00	Monies collected \$2/student
Student Travel	\$850.00	Ice cream sales collected
Staff Appreciation Week	\$350.00	Donations
8th Grade Party	\$750.00	Donations
Total Planned Income:	\$49,136.02	

Expenses

Events & Fundraisers		
Spirit Wear	\$4,000.00	Inventory & cost of good sold
Color Run	\$700.00	DJ, supplies & prizes
The Chip Shop	\$11,000.00	45% of Gross Income & supplies
8th Grade Party	\$2,000.00	Supplies, food, drinks, prizes, DJ & Inflatables
Catapult Day	\$50.00	Supplies
Chill on the Hill	\$700.00	Bus expense & \$4 per student
Student Travel	\$850.00	Travel expense for contest winners
Student Recognition		
Pride Cards	\$1,500.00	Prizes for daily drawings
Honors Awards	\$2,750.00	Awards & Certificates
WEB Support	\$550.00	T-shirts, training
Student of the Month	\$750.00	Prizes & breakfasts
Student Allocation	\$4,000.00	\$4 per student
Staff Recognition		
Teacher Appreciation Week	\$500.00	Gifts
Teacher Conference Meals	\$500.00	Meals and/or snacks & drinks
Enrichment		
Counselors Donation	\$200.00	Emergency funds for Students
Assemblies & Speakers	\$1,200.00	
Risers	\$5,000.00	2nd Installment
Other Enrichment	\$11,736.02	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	\$150.00	
Miscellaneous	\$50.00	
State Incorp Filing Fee	\$10.00	Annual expense
Website	\$165.00	Website annual fee
Total Budgeted Expenses:	\$49,136.02	
TOTAL INCOME - TOTAL EXPENSES =	\$0.00	This number must equal zero for the budget to be balanced.