

Proposed Budget Worksheet

Edison Middle School PTO

BUDGET PLANNING FOR YEAR:

July 1, 2018 - June 30, 2019

PREPARED BY:

Emilie Yu

DATE:

9/12/2018

**PROPOSED
BUDGET**

NOTES

Opening Checkbook Balance

\$5,167.84

Checkbook balance at the beginning of fiscal year (07/01/18)

Income

Donations	\$500.00	
Spirit Wear	\$5,000.00	Gross receipts from sales of Spirit Wear
Color-A-Thon	\$7,500.00	Gross receipts from fundraiser (excluding online subscription)
Teacher Conference Meals	\$250.00	Donations
The Chip Shoppe	\$18,000.00	Gross receipts from fundraiser
Chill on the Hill	\$300.00	Monies collected \$2/student
Student Travel	\$850.00	Ice cream sales collected, offset below in expenses
Staff Appreciation Week	\$400.00	Donations
8th Grade Party	\$1,200.00	Donations
Misc. Income	\$0.00	Donations
Total Planned Income:	\$34,000.00	

Expenses

Events & Fundraisers		
Spirit Wear	\$3,500.00	Additional orders to maintain inventory
Color Run	\$700.00	DJ, supplies & prizes
The Chip Shoppe	\$9,000.00	45% of Gross Income plus supplies
Chill on the Hill	\$700.00	Bus expense & \$4 per student
Student Travel	\$850.00	Travel expense for contest winners
Catapult Day	\$500.00	Food, supplies, photocopy
8th Grade Party	\$2,500.00	Supplies, food, drinks, prizes, DJ & Inflatables
Student Recognition		
Pride Cards	\$1,000.00	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	\$5,000.00	\$4.50 per student
Staff Recognition		
Teacher Appreciation Week	\$500.00	Gifts
Teacher Conference Meals	\$500.00	Meals and/or snacks & drinks
Enrichment		
Counselors Donation	\$300.00	Emergency funds for Students
Assemblies & Speakers	\$1,200.00	Engagement fee, bus fee, etc.
Student School Supplies	\$550.00	Kept in office
Other Enrichment	\$2,500.00	Left over funds yet to be expensed
PTO Operations		
Liability Insurance	\$175.00	Non-Profit Liability Insurance
Banking	\$100.00	Banking fees & checks
Supplies	\$150.00	Envelopes, stamps, etc.
Miscellaneous	\$50.00	
State Incorp Filing Fee	\$10.00	Annual expense
Website	\$165.00	Website annual fee
Total Budgeted Expenses:	\$34,000.00	
TOTAL INCOME - TOTAL EXPENSES =	\$0.00	This number must equal zero for the budget to be balanced.

Ending Checkbook Balance

\$5,167.84

Per By-laws we must carry-over at least \$500 to next year