

PTA BUDGET PROCESS

1 - Creating the Budget

2 - New Executive Board Approval

3 - Preparing for General Assembly

4 - General Assembly Approval

5 - Working Budget!

Spring

After July 01

August

September

FINAL

Outgoing + Incoming Board review current year's budget and spending to create budget for next fiscal year

The new Executive Board takes over for the new fiscal year and reviews suggested budget

A final budget must be approved by Executive Board to present to General Assembly at the first meeting in September

The General PTA Assembly (all PTA members) review the presented budget with opportunity for changes or questions. Budget must be approved with a vote.

Now the budget is official for use. The budget is a live document and can be amended through the year to adjust to needs.

2020 - 2021 PTA TEACHER SUPPLY BUDGET
\$400 PER TEACHER

WHAT CAN PTA REIMBURSE?

-THIS BUDGET IS FOR INDIVIDUAL CLASSROOM SUPPLY NEEDS TO FIT NEEDS FOR YOUR CURRICULUM

-THESE ARE SUPPLEMENTAL STUDENT SUPPLIES, FOR ITEMS NOT PROVIDED BY DISTRICT

-THESE ITEMS ARE NEED TO BE ABLE TO BE FOR ENTIRE CLASSROOM USE, NOT FOR TEACHER USE

HOW TO SUBMIT REIMBURSEMENT



After every purchase. Find the Reimbursement Form and Treasurer's email on the Teacher's Spot page under the "Resources" tab on JohnMuirPTA.com



Submit the form and digital copy of receipt to Treasurer (please try to CC President, email found on contact page)



Submit paper copy of receipt to Nancy in front office.



Note the next General Assembly meeting dates to check time for follow up.

NOT SURE IT'S COVERED?

-ASK! PTA IS HERE TO TRY TO FIGURE OUT HOW TO GET YOU WHAT YOU NEED.

-WANT SOMETHING? PTA WANTS TO ADVOCATE TO THE DISTRICT TO GET IT HEARD.

-SOMETHING THAT'S NOT SPECIFIC JUST TO YOUR CLASS ROOM LIKE APP LEARNING OR SUBSCRIPTIONS? BRING THE INFORMATION TO THE TEACHER'S MEETING TO GET A CONSENSUSES ON THE SCHOOL SITE NEED SO PTA CAN WORK TO MAKE IT HAPPEN.