

## Janney PTA Budget Planning Process

January	Presidents explain to Executive Board and membership how budget planning process will work during remainder of school year.
February	Treasurers notify SIT, line item managers, Executive Board, and bookkeeper of need for data by end of March.
March	Treasurers receive input from: <ul style="list-style-type: none"><li>▪ SIT on parent, faculty, and student requirements.</li><li>▪ DCPS and PTA line item managers—including principal and business manager as well as committee chairs—that 1) reviews current year expenditures, 2) identifies next year’s requirements, and 3) identifies known out-year requirements.</li><li>▪ Executive Board on potential new requirements.</li><li>▪ Bookkeeper on actual income and expenditures by category over past 12 months as of March 31<sup>st</sup>.</li><li>▪ DCPS (hopefully) on its budget allocations for the coming year.</li></ul>
April	<p>Based on March input, treasurers draft budget options for following year, including whether or not financial demands may require an increase in any fees and any other recommended changes, and any recommended changes in budget categories. Proposed budget will be based on income received (and a small amount still projected) during the current fiscal year, and will address out-year projected expenses.</p> <p>Presidents and/or Treasurers review progress on budget planning and explain again how the remainder of the process will work and how members will get information.</p>
May	<p>Treasurers present draft budget to Executive Board.</p> <p>Presidents/Treasurers present to Board and membership a snapshot of current year budget and how planning process for next year’s budget is proceeding, including any major changes emerging so far.</p>
June	At regular PTA membership meeting, membership considers and approves a budget for next fiscal year.

Note: In July and August, the Audit Committee reviews PTA financial procedures and makes any recommendations for adjustments. Recommendations presented in its final report, due August 15<sup>th</sup>, could conceivably impinge on the budget.