

2017-2018 Committee Procedures and Budgets

Dear Chairperson:

The following budgets were approved by the members at the final General PTO Meeting held at the end of the last school year. It is important that you adhere to the budget. Please contact PTO Treasurer if you anticipate a problem making your budget. **We are not able to reimburse expenditures greater than the approved budget unless approved in advance by the PTO Board (<\$500) or the general PTO (>\$500).** Your cooperation is appreciated.

Fundraising :

Budgets for fundraising activities are net of all expenses. Below is the profit that we are expecting for each:

Book Fair - Fall	\$2,200	Mother/Son Event	\$500	Family Events	\$350
Book Fair - Spring	\$2,000	Secret Shop*	\$0	Dine & Donate	\$250
Fall Festival**	\$7,500	Silver Graphics	\$2,000	Sweet Pea Ice Cream	\$275
Family Bingo	\$750	Spring Fundraiser	\$2,450	Amazon Smile	\$250
Father/Daughter Event	\$1,000	Box Tops	\$650	Clothing Sale	\$700
				Yearbook	\$300

*Secret Shoppe may incur expenses up to \$5,000 (\$2k expenses prior to Fall Fest and balance after)

**Fall Fest may incur expenses up to \$4,875

Expenses:

The budget for expenses includes all the costs associated with that activity. The exception is that all costs for paper products (cups, bowls, plates, napkins, forks, etc.) should be charged to PTO Supplies. A central supply of all these items is maintained in the PTO closet. You should check what is available before purchasing additional supplies for your activity. With that being said, decorations and event specific party supplies (colored napkins/plates) are not covered within the supplies budget.

40 Assets/Boomerang	\$100	Office Staff and Custodian Gifts	\$210
Bus Driver Breakfast	\$125	PTO Meetings	\$50
CB East Senior Open House	\$50	Science Fair/Science Alive	\$250
Field Day	\$50	Sixth Grade Promotion	\$475
Gardening	\$50	Teacher Appreciation Lunch	\$250
Heart to Heart	\$100	Teacher Conference Dinner	\$100
Ice Cream Social	\$250	Teacher Welcome Back Lunch	\$250

Please Note:

- An Expense Reimbursement Form must accompany all claims(receipts) for expenses. These are available on the PTO website for you to download and print or in the PTO file cabinet in the office.
- If you are chairing a fundraiser, please ensure that all checks are made payable to Buckingham Elementary PTO.
- All budgets include photocopy fees. Copies must be done at The UPS Store in Buckingham Green. Request and complete a Buckingham PTO form noting the committee incurring the expenses. The UPS Store bills the PTO directly for all copy/ mailing costs.

Detailed procedures for committees are available on the PTO website. If you have any questions, please contact the PTO Treasurer or Vice President.

Thanks for all you do!

The PTO Board