

# Sample Proposed Budget

(Name of PTA)

Fiscal Year of the Proposed Budget

(Date of the Meeting)

## Budget

Estimated Beginning Cash Balance, (Date) ..... \$ 1,250.00

### RECEIPTS

Dues-300 members (Local portion @ \$ 1.50) ..... 450.00

T-Shirt Sales..... 2,500.00

Interest Income..... 30.00

**Total Gross Receipts..... 2,980.00**

**TOTAL FUNDS AVAILABLE..... \$ 4,230.00**

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### EXPENDITURES

Bonding/Insurance ..... 301.00

Fall Festival..... 750.00

Hospitality..... 50.00

Membership Campaigns ..... 150.00

Voice Subscriptions ..... 300.00

T-shirts ..... 2,000.00

Printing, Postage, & Office Supplies ..... 100.00

Summer Seminar..... 400.00

**Total Expenditures..... 4,051.00**

**Balance to be carried forward ..... 179.00**

**TOTAL \$ 4,230.00**

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*This is a sample of a budget that would be presented at the final meeting of the current year to authorize the association's expenses for the summer months and until the association's first meeting of the new year. At that time, this budget would be amended to include all income and expenses for the full fiscal year.*

**Receipts Not Belonging to Local PTA \$1,100 \***

State and National Dues 300 members @ \$3 900

Sales Tax 200

**Disbursement of Monies not Belonging to Local PTA \$1,100 \***

\* Should be the same dollar amount

Approved By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

# Sample Proposed Amended Budget

(Name of PTA)  
Fiscal Year Ending (Date)  
(Date of the Meeting)

	<u>Budget</u>
<b>Beginning Cash Balance, (Date)</b>	<b>\$ 1,124.76</b>
<b><u>RECEIPTS</u></b>	
Dues-700 members (Local portion @ \$ 1.50) .....	1,050.00
Fall Festival.....	6,000.00
T-Shirt Sales .....	4,500.00
Cultural Arts Event.....	1,200.00
Popcorn Sales .....	500.00
Recycling Income .....	300.00
Interest Income .....	120.00
Directory Sales .....	450.00
Book Fair.....	<u>12,000.00</u>
Total Gross Receipts.....	26,120.00
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 27,244.76</b>
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<b><u>EXPENDITURES</u></b>	
Bonding/Insurance.....	301.00
Speaker Fees .....	1,500.00
Founders Day, Endowment & Building Donations .....	30.00
Council Dues .....	50.00
Cultural Arts .....	500.00
Drug & Alcohol Education.....	500.00
Fall Festival .....	3,000.00
History Book .....	75.00
Hospitality .....	400.00
Leadership Training.....	625.00
Life Memberships.....	145.00
Membership Campaigns.....	150.00
<i>The Voice</i> Subscriptions .....	300.00
Parent Education.....	600.00
Popcorn & Supplies .....	165.00
Directories .....	200.00
T-shirts.....	2,000.00
Volunteer Supplies .....	100.00
Printing, Postage, & Office Supplies .....	880.00
Officer & Chairmen's Reimbursements.....	580.00
Teacher Scholarships .....	2,000.00
Book fair.....	7,000.00
Convention .....	1,000.00
Summer Seminar .....	500.00
Area Spring Conference .....	100.00
Fall Workshop .....	<u>50.00</u>
<b>Total Expenditures .....</b>	<b>22,751.00</b>
<b>Balance to be carried forward .....</b>	<b>4,493.76</b>
<b>TOTAL</b>	<b>\$ 27,244.76</b>
	=====

**Adopted by Association** \_\_\_\_\_  
(date)

*This is a sample of a budget that would be presented at the first regular meeting of the current year. It would be presented as an amendment to the original budget that was presented at the final meeting of the previous year.*

<b>Receipts Not Belonging to Local PTA</b>	<b>\$3,450 *</b>
State and National Dues 700 members @ \$3	2,100
Sales Tax	1,350
<b>Disbursement of Monies not Belonging to Local PTA</b>	<b>\$3,450* (Should be same amount)</b>

# Sample Amended Budget

(Name of PTA)  
Proposed Mid-Year Amended Budget  
As of (Date)

	<u>YTD Actual</u>	<u>Approved Budget</u>	<u>Proposed Budget Changes</u>
<b>Balance from Previous Year, (Date)</b> .....	<b>\$ 1,124.76</b>	<b>1,124.76</b>	
<b><u>RECEIPTS</u></b>			
Dues-700 members (Local portion @ \$ 1.50).....	900.00	1,050.00	
Fall Festival .....	6,257.00	6,000.00	6,257.00
T-Shirt Sales .....	3,660.00	4,500.00	
Cultural Arts Event .....	0.00	1,200.00	
Donations.....	500.00	0.00	500.00
Popcorn Sales .....	165.00	500.00	
Recycling Income .....	330.00	300.00	330.00
Interest Income .....	48.00	120.00	
Directory Sales .....	250.00	450.00	
Book Fair .....	0.00	12,000.00	
<b>TOTAL GROSS RECEIPTS .....</b>	<b><u>12,110.00</u></b>	<b><u>26,120.00</u></b>	<b><u>26,907.00</u></b>
<b>TOTAL FUNDS AVAILABLE.....</b>	<b><u>\$ 13,234.76</u></b>	<b><u>27,244.76</u></b>	<b><u>\$ 28,031.76</u></b>
<b><u>EXPENDITURES</u></b>			
Bonding/Insurance.....	301.00	301.00	
Speaker Fees .....	1,500.00	1,500.00	
Founders Day, Endowment & Building Donations.....	30.00	30.00	
Council Dues .....	50.00	50.00	
Cultural Arts .....	438.00	500.00	
Drug & Alcohol Education .....	497.00	500.00	
Fall Festival .....	3,889.87	3,000.00	3,900.00
History Book.....	30.00	75.00	
Hospitality .....	386.00	400.00	
Leadership Training .....	588.00	625.00	
Life Memberships .....	145.50	145.00	
Membership Campaigns .....	124.68	150.00	
The Voice Subscriptions.....	300.00	300.00	
Parent Education .....	585.00	600.00	
Popcorn & Supplies .....	80.00	165.00	
Directories .....	200.00	200.00	
T-shirts.....	1,955.00	2,000.00	2,600.00
Volunteer Supplies.....	98.27	100.00	150.00
Printing, Postage, & Office Supplies .....	476.23	880.00	
Officer & Chairmen's Reimbursements .....	115.00	580.00	
Teacher Scholarships .....	0.00	2,000.00	
Book fair .....	0.00	7,000.00	
Convention.....	876.00	1,000.00	
Summer Seminar .....	339.00	500.00	
Area Spring Conference.....	0.00	100.00	
Fall Workshop .....	42.00	50.00	
<b>Total Expenditures .....</b>	<b>13,046.55</b>	<b>22,751.00</b>	<b>24,301.00</b>
<b>Balance to be Carried Forward .....</b>	<b>188.21</b>	<b>4,493.76</b>	<b>3,730.76</b>
<b>TOTAL .....</b>	<b><u>\$ 13,234.76</u></b>	<b><u>27,244.76</u></b>	<b><u>\$28,031.76</u></b>
<b>Receipts Not Belonging to Local PTA</b>	<b>\$3,450 *</b>		
State and National Dues 700 members @ \$3	2,100		
Sales Tax	1,350		
<b>Disbursement of Monies Not Belonging to Local PTA</b>	<b>\$3,450 *</b>		

\* Should be the same dollar amount



**Itemized Receipt Form**  
(To be used when giving funds to treasurer)

Event \_\_\_\_\_ Date \_\_\_\_\_

Chairman \_\_\_\_\_ Phone No. \_\_\_\_\_

Person completing form \_\_\_\_\_ Phone No. \_\_\_\_\_

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

Check #	Check Amount	Check #	Check Amount

Total of checks \$ \_\_\_\_\_

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>Total</b>		

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total</b>		

Total Cash \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

(When turning in a deposit, please allow time for another count of the total deposit so a receipt can be given to the person turning in the deposit.)

# PTA Deposit Voucher

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Account: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Deposited by: \_\_\_\_\_

Account to Credit: \_\_\_\_\_

(If the deposit reflects more than one account, please identify each and amount that should be credited to each.)

\_\_\_\_\_  
\_\_\_\_\_

Cash/Check	For	Amount

**Any PTA  
PTA Address  
City, Texas ZIP  
Name, Telephone**

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**DATE**

**CHECK WRITER  
ADDRESS  
CITY, TX. ZIP**

Dear Mr. (Mrs.) **NAME**,

The following check(s) issued by you, was returned by the bank:

Check:           **NUMBER**

Dated:           **DATE**

Amount:         **\$ 0.00**

Reason for return:   **CHOOSE ONE (Insufficient funds, Account Closed, etc.)**

The issuance of such a check is a violation of the Texas Penal Code for which you may be arrested, tried and if convicted, receive a fine and/or imprisonment.

This is a demand for payment in full for a check or order not paid because of lack of funds or insufficient funds. If you fail to make payment in full within ten (10) days after the date of receipt of this notice, the failure to pay creates a presumption for committing an offense, and this matter will be referred for criminal prosecution.

This is to advise you that if the check(s) is/are not paid off within ten (10) days after receipt of this letter, I will have no alternative but to file a complaint for prosecution. Please mail a money order, or cashiers check in the amount of **\$ 0.00 (\$ 0.00-check, and \*25.00 for return check charge)**, to the above address. I will mail your check(s) after I have received payment in full. If you have any questions, you may contact me at **TELEPHONE**.

I trust this is all that will be necessary in the premises.

Sincerely,

**NAME**  
Treasurer

\*\*\*Notes \*\*\*

\* Please note you must give advance notice of a return check charge. The maximum amount is \$30.00, you may set any amount to cover the expense of collection. It is recommended to request driver's license numbers on all checks.

Send the letter and a copy of the check, (certified - return receipt requested) to the check writer. Keep the stamped green receipt for proof of certification. The 10 days begins on the day they receive the letter. If the check is not paid by cash or money order within 10 days, complete an Affidavit of Issuance of Bad Check and turn over to the Justice of the Peace. Keep copies of all items in your file!

# PTA Reimbursement Voucher

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Payable to: \_\_\_\_\_ Date needed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Check requester: \_\_\_\_\_ Date: \_\_\_\_\_

Account to Debit: \_\_\_\_\_ Invoice # \_\_\_\_\_

(If your invoice reflects more than one account, please identify each and amount that should be deducted from each.)

\_\_\_\_\_  
 \_\_\_\_\_

Item	Place of Purchase	Amount
	Total:	

(Receipts should be attached and sales tax should **not** be reimbursed)

Treasurer's Notes:

Date Invoice Received: \_\_\_\_\_

Plan of Work: \_\_\_\_\_ Motion: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Remarks:

Chairman's Authorization: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_



# Sample Financial Report

(Name of PTA)  
(Time Period for Report)  
(Date of the Meeting)

**Beginning Balance as of (Date)** \$ **1696.60**

## Receipts (List all receipts item by item)

Membership Dues	\$	100.50
T-shirts	\$	750.00
School Store	\$	<u>1,428.27</u>
Total Receipts	+\$	2,278.77


## Disbursements (List all disbursements by check number and the budget line item account name from which the expense was paid)

#204	Suzy Jones, Leadership Training (Summer Leadership Seminar)	\$	127.66
#205	Ann Jackson, Membership (supplies)	\$	22.88
#206	Texas PTA, Dues (state and national)	\$	134.00
#207	Ann Matthews, Parent Education (videos)	\$	44.00
#208	Kathy Smith, Arts In Education (speaker fee)	\$	<u>250.00</u>
Total Disbursements		-\$	578.54

**Ending Balance as of (Date)**      **TOTAL**      \$      **3,396.83**

**Please Note:** The beginning balance of the treasurer's report should coincide with the ending balance from the previous meeting. Therefore, there are different reports for the executive board and the association meeting.

# CERTIFICATE OF EXEMPTION


 Order Form 01-339 (Back)  
 of Public Safety  
 Texas (Rev. 9-07/6)

## TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchaser claims this exemption for the following reason:


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

	Purchaser	Title	Date

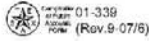
NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

# RESALE CERTIFICATE



## TEXAS SALES AND USE TAX RESALE CERTIFICATE

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)												
Address (Street & number, P.O. Box or Route number)													
City, State, ZIP code													
Texas Sales and Use Tax Permit Number (must contain 11 digits)													
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> <td style="border: 1px solid black; width: 10px; height: 15px;"></td> </tr> </table>													
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico													
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 100px; height: 15px;"></td> <td style="padding-left: 10px;">(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)</td> </tr> </table>			(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)										
	(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)												

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased on the attached order or invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

\_\_\_\_\_

\_\_\_\_\_

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

*I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser	Title	Date
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This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.