

# PA/PTA Proposed Budget

PA/PTA: MUST BE FILED WITH THE PRINCIPAL BY THE JUNE PA/PTA MEETING

PRESIDENTS' COUNCIL: MUST BE FILED WITH THE SUPERINTENDENT BY THE JUNE COUNCIL MEETING

Please check and complete only one:

PA/PTA School Name: PS/IS 102Q District or Borough: Queens

Presidents' Council District or Borough: \_\_\_\_\_

ANTICIPATED INCOME	
Anticipated Income Source	Anticipated Amount
Beginning Balance as of 7/1/2024	\$2353.63
Membership Dues	\$1000
List below all other anticipated sources of income. List each planned fundraising activity separately. Include all gifts and contributions received. <sup>1</sup> Amounts listed must be expected gross receipts, not profits.	
<i>e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.</i>	
Christmas Tree Lighting – Hot chocolate/Holiday Headbands	\$200
Annual Appeal	\$3000
Donuts with Dad – donut keychains	\$150
International Festival (March 2025)	\$3000
NY Chess Academy - Refreshment and Pizza / Tournament	\$100
Class Act Photos (School Pictures)	\$3600
St. Adalberts Basketball Clinic – Refreshment & Snacks	\$100
Back to School Raffle Baskets and Bottles	\$150
Scholastic Book Fair	\$10,200
	\$
	\$
	\$
<b>Total Anticipated Income for the period</b>	
<b>\$23,854.00</b>	

Proposed Budget Form

<sup>1</sup> Attach a page containing additional lines, if needed to account for all sources of anticipated income.

## ANTICIPATED EXPENSES

**Anticipated Expenses**<sup>2</sup>– Itemize each anticipated expense on a separate line. A single fundraising activity may involve more than one expense. Include anticipated donations to the school/district and identify the proposed purpose for all donations.<sup>3</sup> **Amount**

*e.g., Payment to ABC Photography for picture sale services, postage for mailings, printing costs, etc.*

5 <sup>th</sup> Grade Dance	\$500
5th Grade Field Day lunch	\$300
5th Grade Field Day shirts donation	\$1000
8 <sup>th</sup> Grade Graduation	\$500
Career Day luncheon	\$1000
Christmas Tree Lighting	\$200
Dads with Donuts Annual Event	\$150
Dual Language/Mandarin program donation	\$500
Earth Day flower donation	\$500
Happy Father's Day Boutique	\$200
Happy 's Mother's Day Boutique	\$200
Happy Valentin's Day Boutique	\$200
International Festival (March 2025)	\$3000
Lunar New Year Festival	\$500
NY Chess Academy Tournament	\$250
Operating expenses - copy paper (flyers)	\$150
Operating expenses - office supplies	\$300
Operating expenses - Annual appeal	\$600
OT/PT Dept donation	\$500
PA Emergency Expenses	\$200
PA Spirit Store Inventory	\$500
Picture Day volunteer refreshments	\$500

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PK/K Stepping Up	\$600
Scholastic Book Fair Invoice	\$7500
Scholastic Book Fair volunteer refreshments	\$500
School Beautification	\$500
Teacher Appreciation Lunch	\$1000
Volunteer Appreciation and Raffle Prizes	\$100
Website Domain Name	\$25
Winter Ball Dance	\$500
Wix Domain Premium Plan	\$470

## ANTICIPATED FUND BALANCE AS OF 6/30/2024

Total Anticipated Income (including Beginning Balance) – Total Anticipated Expenses = Anticipated Fund Balance

Total Anticipated Income from Page 1:	Total Anticipated Expenses from Page 2:	<b>Anticipated Fund Balance:</b>
\$23,854.00	\$22,945.00	\$909

**Date Proposed Budget Form was distributed to Members: October 16, 2024**

**Date Proposed Budget Form was distributed to the Principal/Superintendent: October 16, 2024**

Prepared By (print):

President Signature:      Date:

Treasurer Signature:      Date:

<sup>2</sup> Expenses are any payments for goods or services provided to a vendor, store, business, etc., including reimbursements to members following the submission of receipts for out of pocket expenses.

<sup>3</sup> Attach a page containing additional lines, if needed to account for all anticipated expenses.