Department of Education
Joel I. Klein, Chancellor

Proposed Budget Form

PA: MUST BE FILED WITH THE PRINCIPAL BY THE JUNE PA MEETING
PC: MUST BE FILED WITH THE DISTRICT OFFICE/SUPERINTENDENT BY THE JUNE PC MEETING

Please check and complete only one:

☐ **PA** **School Name: _____ District or Borough: _____**

☐ **PC** **District or Borough: _____**

ANTICIPATED INCOME	
Anticipated Income Source	**Anticipated Amount**
Beginning Balance as of 7/1/20___	$
Membership Dues	$
List below all other anticipated sources of income. List each planned fundraising activity separately. Include all gifts and contributions received.[1] Amounts listed must be expected gross receipts, not profits.	
e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	Total Anticipated Income for the period $

[1] Attach a page containing additional lines, if needed to account for all sources of anticipated income.

ANTICIPATED EXPENSES	
Anticipated Expenses[2] – Itemize each anticipated expense on a separate line. A single fundraising activity may involve more than one expense. Include anticipated PA/PC donations to the school/district and identify the proposed purpose for all donations.[3]	**Amount**
e.g., Payment to ABC Photography for picture sale services, postage for PA/PC mailings, PA/PC literature printing costs, etc.	
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	Total Anticipated Expenses for the period $

ANTICIPATED FUND BALANCE AS OF 6/30/20____				
Total Anticipated Income (including Beginning Balance) – Total Anticipated Expenses = Anticipated Fund Balance				
Total Anticipated Income from Page 1: $	-	Total Anticipated Expenses from Page 2: $	=	**Anticipated Fund Balance:** $

Date Proposed Budget Form was distributed to Members:	
Date Proposed Budget Form was distributed to the Principal/Superintendent:	
Prepared By (print):	
President Signature:	Date:
Treasurer Signature:	Date:

[2] 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.
[3] Attach a page containing additional lines, if needed to account for all anticipated expenses.