

Items to Consider When Planning Your Budget for Next Year

1. **Convention:** Since the 2009 CA State PTA Convention will be in Sacramento, we recommend that you budget \$1,000 *per attending delegate*.
2. **Founder's Day:** We recommend that you budget \$50 - \$100 for a Freewill Offering for Founder's Day.
3. **Diversity:** We recommend that units budget \$100 to donate to the annual Parent/Student Conference.
4. **Hospitality:** Remember that the total amount budgeted for hospitality (teacher appreciation week, back to school breakfasts/lunches, staff appreciation, hospitality at meetings, etc.) cannot be more than 5% of the unit's annual budget.
5. **Income Tax Preparation Fee:** It is a legitimate PTA expense to pay a tax preparer to prepare your unit's Income Tax Return. Since the IRS is in the process of changing the 990 form (and apparently making it more complex) the CA State PTA Treasurer has stated the \$500 - \$700 is appropriate to budget. Remember: if your unit has less than \$25,000 in gross receipts, you will need to file a 990n via the IRS website, if your unit has between \$25,000 and \$100,000 in annual gross receipts, you need to file the 990ez, and if your unit has more than \$100,000 in annual gross receipts, you need to file a 990. Your unit's July 1, 2009 – June 30, 2009 returns need to be filed by November 15th.
6. **Insurance:** Although we don't have the actual amount from CA State PTA, we recommend that you budget \$200 for the insurance premium.
7. **Legislation:** If your unit is financially able to, we recommend that you allocate \$1,500 (\$500 for your legislation representative to attend the May California Adventure; \$600 for your legislation representative to make 3 one day trips to Sacramento; \$200 for your unit president to attend one one-day trip to Sacramento; \$100 for the Ed Source Forum and \$100 for supplies/copies). If your unit is smaller, please budget \$500 for your legislation representative to attend the May California Adventure trip to Sacramento. Don't forget that legislation advocacy should not exceed 5% of your unit's annual budget.
8. **Raffles:** A If your unit intends to conduct a raffle next year (September 2009-August 2010), you must register with the CA Attorney General by September 1st by submitting a CT-NRP-1 (www.ag.ca.gov/charities/raffles.htm). You also need to file a CT-NRP-2 *for each raffle* you intend to conduct.
9. **Volunteer Testing:** While it is not appropriate for the unit PTA to fund the costs for all of the volunteers at the school, you should consider adding a line item in your budget to pay the volunteer testing (Live Scan and DOJ) expenses of your **elected** (as per your bylaws) officers. If you are unable to pay for all officers, the president, secretary and treasurer should be reimbursed for the LiveScan and DOJ fees. \$75 per person should be more than enough.

Some final thoughts...

- Due to economic and State budget uncertainty, it is appropriate to carryover more funds than usual. Don't spend money just to get rid of it.
- Remember, the budget is a living document. Many units meet again in January to review the budget. If the fall fundraiser left your unit a little short, with the association's approval, you can add a spring fundraiser. Conversely, if you were successful in the fall, it's OK to cancel the spring fundraiser.