



**2021-2022  
PTO APPROVED BUDGET  
9/13/21**

Planned Expenses:

- Advocacy: \$200
- Communications: \$880
  - Includes
    - Web Site: \$120
    - Email (Mailchimp): \$660
    - Ads/extras: \$100 (\*estimated)
- Enrichment & Events: \$3,500
- Senior Photos: \$2,000
- Operations: \$4340
  - Includes:
    - Insurance: \$1600
    - Copier Lease: \$1050
    - Copier Paper & Usage Fees: \$1000 (\*Estimated cost)
    - Quickbooks: \$515
    - Zoom: \$120
    - BJ's Membership: \$55
- Staff Appreciation (i.e lawn signs, magnets, luncheon, etc): \$1500
- Staff Gifts (i.e. retirement, memorials, etc.): \$500

**Total 2021/2022 Budget: \_\_\_\$12,920\_**

Fundraiser Goals / Revenue: We established a fundraising goal of **\$13,500** based on the following expected revenue line items:

- Book Fair: \$1500
- Class Pictures: \$8000
- Catalog Sale: \$400
- Concessions: \$400
- Spirit Gear: \$1200
- Direct Appeal: \$2000



**PTO EXPENSE BUDGET WORKSHEET  
2021-2022**

<b><u>COMMITTEES</u></b>	<b><u>2019-2020</u></b>	<b><u>COVID Adjustments</u></b>	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>
Advocacy	\$500	\$0	\$200	
Class Parents	\$1000	\$400	\$0	
Communications	\$2000	\$1250	\$1000	
Enrichment	\$9000	\$3400	\$0	
Gifts	\$500	\$0	\$0	
Operations	\$5000	\$3000	\$3000	
Senior Photos	\$2000	\$2000	\$2000	
<b><u>SCHOOL ALLOTMENTS</u></b>				
Uriah Hill	\$500	\$500	\$0	
Woodside	\$500	\$0	\$0	
Oakside	\$500	\$0	\$0	
Hillcrest	\$500	\$0	\$0	
PMS	\$750	\$300	\$0	
PHS	\$750	\$0	\$0	
<b><u>STAFF APPRECIATION</u></b>				
	\$1800 (\$300 per school)		\$1500	
<b><u>TOTAL</u></b>	<b><u>\$25,300</u></b>	<b><u>\$10,850</u></b>	<b><u>\$7,700</u></b>	



**PTO ESTIMATED EXPENSES  
2021-2022**

<b><u>Operations</u></b>	<b><u>Monthly</u></b>	<b><u>Annual</u></b>
Insurance	\$0	\$1600
Copier Lease	\$88	\$1050
Copier Paper & Fees	\$83	\$1000
Website/Email	\$55	\$660
Quickbooks	\$43	\$515
Zoom	\$0	\$120
BJ's Membership	\$0	\$55
<b><u>Total</u></b>	<b>_____</b>	<b><u>\$5000.00</u></b>

- PTO will need to raise a minimum of \$5000 in 2021-2022 to cover operating expenses.
  - Individual copier fees and supplies would vary.
  - Without the copier lease and fees, the PTO spent \$3000 in operating expenses in 2020-2021