

School Year 2019-2020 Budget Goals and Timeline

The PTA of The Neighborhood School

The PTA has many stakeholders including parents, guardians, teachers, administrators, regulators and of course the students. The budget we are creating this spring is both a plan for the future and a communication tool. These are the budget's goals:

- Continuity** (teachers and students should be able to anticipate resources and activities year to year.)
- Complimentary to the school budget** (we will work closely with Dyanthe to maximize our resources.)
- Transparency and Inclusion** (all members of the community should be able to contribute ideas, ask questions and review our financial operations.)
- Simplicity**
- Accuracy** (our goal is to accurately predict our revenue and expenses.)
- Reflective of our values and priorities** (the most important goal.)

Information Gathering:

- 1- Current Officers are reflecting on this year and making notes for next year.
- 2- Grants Committee will have the results of their Teacher Survey by April 26th.
- 3- Parent David Stadler is developing a parent survey to go out the last week of April.
- 4-Dyanthe is reviewing next year's school plans and communicating with PTA officers.

Officer Elections and Budget Development:

- 5-Elections. The incoming executive committee will help develop the new budget since they are going to be implementing it. Elections will be on May 16th anyone interested in running should talk to the Election Committee.
- 6-Open Budget meeting and discussion, the outgoing board and incoming board will meet to review budgets. Any interested PTA members are welcome to come discuss next year's priorities, review the parent survey, teacher survey and officers notes. Proposed meeting date of May 30th.
- 7-The budget proposal will be presented by outgoing officers and voted on at the PTA general meeting on June 13th. The by-laws state the the budget can be amended no later than October. Please keep in mind that the PTA traditionally funds programs and teaching assistants that are needed on the first day of school.

The by-laws state that:

3.1 The Officers shall be responsible for the development and/or review of the budget process, which includes:

- The outgoing Officers must review the current budget, annual financial status, accounting, expenditures, and outstanding bills, and prepare a proposed budget for the next school year. The proposed budget must be presented to and approved by the membership no later than the June meeting.
- The incoming Officers must review the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time.
- The Officers must present the budget process for membership approval no later than the October meeting.