

MERIWETHER LEWIS PTO BUDGET PROCESS

MONTH	BUDGETARY TASK
JULY	<ul style="list-style-type: none"> ▪ First PTO Meeting of New Officers and Board Members. PTO Officers and Committee Chairs Submit Income and Expense Projections to the Treasurer. ▪ PTO Board decides if there will be a particular fundraising “focus” for the year or not.
AUGUST	<ul style="list-style-type: none"> ▪ Late July or Early August -- PTO Budgeting Retreat for all PTO Board Members (voting and non-voting) to review a Draft Budget compiled by the Treasurer. ▪ Based on discussion at the Budgeting Retreat, a finalized budget is proposed by the Treasurer at August PTO Meeting for approval by Board vote.
SEPTEMBER	<ul style="list-style-type: none"> ▪ All-School vote on the PTO Annual Budget
ANY MONTH	<ul style="list-style-type: none"> ▪ <i>New expense requests which are under \$750 can be submitted for review/discussion to the Board two weeks prior to any monthly Board meeting. The Board may chose to vote on the expense request at that time or hold the request for review with other proposed expenditures in June.</i> ▪ <i>Expenses that are already allocated for in the annual budget can be submitted directly to the Treasurer for payment if the amount is less than \$500. If over \$500 (and less than \$750), they can be submitted to the Board for approval two weeks prior to any regular monthly meeting.</i>
MARCH	<ul style="list-style-type: none"> ▪ At the beginning of March, a reminder email is sent to all teachers concerning the upcoming deadline for Major Expenditure Proposals (MEPs).
APRIL	<ul style="list-style-type: none"> ▪ On April 15, Major Expenditure Proposals (MEPs) (over \$750) are due to the PTO Board Faculty Representative*
MAY	<ul style="list-style-type: none"> ▪ A prioritized list of MEPs is submitted to PTO Board prior to Board meeting. The list and associated MEPs will be distributed via email to all Board members with the May meeting agenda. ▪ At the May PTO Board Meeting, Board members begin discussion of the prioritized MEPs (individuals who have put forth proposal may be asked to attend the Board meeting to answer questions concerning their proposal). ▪ PTO Treasurer will advise Board members of the estimated amount available to designate for either distribution to programs or to carry forward as ear-marked funds for MEPs in the subsequent budget year. ▪ PTO Treasurer will also make a recommendation for the amount of emergency carry forward planned for the subsequent budget.
JUNE	<ul style="list-style-type: none"> ▪ At the June meeting, the Principals inform the PTO about MEPs that have been funded through the end-year released funds. The priority list for the MEPs will be adjusted accordingly. ▪ PTO Board members vote on the funding of MEPs. ▪ Board members, with the advisement of the Treasurer, finalize the estimated amount of “emergency carry-forward funds” for subsequent budget. ▪ PTO Chairs (old and new) meet together on their own to review programs, decide on next year’s programmatic goals and budgetary line items to submit at the PTO Budget Retreat.

* The PTO Faculty Representative will collect and then forward all requests to the MLS Principals. The Principals, the PTO Faculty Representative, and members of the Team Leaders Committee (TLC) will then review all completed Major Expenditure Proposals (MEPs) and prioritize these for submission to the PTO Board.