**Hilltop PTO Budget Guidelines**

At the beginning of each school year, the PTO puts together (with input from Hilltop staff and teachers) the budget for the entire school year. The budget needs to be approved by a majority vote at the first PTO meeting of the year (which is held on the first Tuesday of September).

**Reading the Budget** (see attached for the PTO Budget)

The first part of the budget is **Fundraisers.** This lists what fundraisers are planned for the year and what the projected expenses and profit will be.

The second part of the budget is **Sponsored Programs.** This list what events/programs that the PTO has planned for the year. These are revenue & expense generating events that are not expected to make a profit (if they do, it’s a nice bonus) but are events that are meant to be community builders.

The third part of the budget is **Funded Programs**. These are the events and programs that the fundraising profit will be spent on. These expenditures should have a positive impact on the students and learning environment at Hilltop and should benefit as many students as possible. Many of these are kept on the budget year after year. These are programs that the Hilltop Staff and PTO should both agree upon.

The fourth part of the budget is **General Expenses.** These expenses are incurred for the running of the Hilltop PTO.

The final part of the budget is the **Summary.** This shows what the total budget and actual expenses and profits are.

**Staff Requests** (funding requests for under $200.00 each)

“Staff Requests” is built into the “Funded Programs’ part of the budget. This is used for things that the staff may request throughout the school year (under $200 each). Hilltop’s Building Committee must approve all requests that fall under “Staff Request’ before being given to the PTO for payment/reimbursement. There is a set amount that the budget for “Staff Requests” will set for. This will be set at the beginning of the school year. Once that set amount has been reached, the budget for ‘staff requests’ will be exhausted.

**Requests over $200.00**

The PTO does leave a ‘buffer’ built into the budget for items that may arise during the school year (That are above the $200 that Staff Requests can be used for.) Additional funding requests must be approved by Hilltop’s Building Committee as well as voted on by the PTO at a PTO meeting. Information about the additional requests needs to be given to the PTO board prior to the PTO meeting. Those who are requesting the additional funds should make a presentation at the PTO meeting about why the PTO funds are being requested and what benefit it will have the students and the school. A majority vote at a PTO meeting is needed to approve the expenditure.

**Remaining funds at the end of the school year**

Funds that are left over at the end of the school year will be carried over into the next school year. The PTO will decide (along with staff & teachers) how to best allocate the funds in the next school year. All expenditures not listed on the budget need to be approved at a PTO meeting by majority vote.

**Funding & Reimbursement Requests**

All funding & reimbursement requests (once approved by majority vote at a PTO meeting) must have a ‘check request’ form filled out and receipts/invoice attached to the form. Each PTO sponsored event, program and fundraiser has an expense budget set at the beginning of the school year. Each PTO sponsored event, program and fundraiser has an expense budget set at the beginning of the school year. The ‘check request’ form can be found on the PTO website at [www.hilltophawkspto.com](http://www.hilltophawkspto.com) under budget guidelines. No checks will be issued with out this form and receipts.

**Event Deposits**

All money earned through an event our fundraiser must be given to the PTO treasurer within on week of the completion of the event or fundraiser. The PTO treasurer then has one week to make the deposit with the bank. A “Deposit Form’ must be filled out by the event/fundraiser committee and given to the PTO treasurer with the money. The “Deposit Form” can be found on the PTO website at [www.hilltophawkspto.com](http://www.hilltophawkspto.com) under budget guidelines. Both the committee chairperson and the treasurer should count and verify the money when it is handed over.

**Cash Box**

For events that need to have a ‘cash box’ (money to make change with), a “Cash Box Request form needs to be filled out. This form needs to be given to the PTO treasurer at least one week before it is needed. The form can be emailed to the PTO treasurer. Both the treasurer and the committee chairperson should count the money when it is handed over. The “Cash Box Request Form’ can be found on the PTO website at [www.hilltophawkspto.com](http://www.hilltophawkspto.com) under budget guidelines.

**Budget Accountability**

The PTO treasurer is in charge of overseeing the budget, making deposits, and issuing checks. The budget needs to be balanced on a monthly basis by the treasurer and reviewed and approved by the PTO President each month. Both the treasurer and the PTO president must sign each check issued. The PTO treasurer will present the budget at each PTO meeting.

The PTO treasurer is responsible for submitted the final end of year budget to the accountant by the end of July for Federal & State tax preparation. The PTO Treasurer is responsible for all forms that come from the state & federal government to keep in compliance with the 501(c)3 regulations.

**Audit**

An audit of the PTO budget must be done at the end of the fiscal year by the PTO board.

**Record Keeping**

All budget and financial paperwork should be kept in a locked filing cabinet in the PTO storage area.