

Trillium Creek Primary School- Parent Teacher Association

**PTA Committee Budget Request Form**

**And Event Summary**

Date:

Committee Name:

Submitted By:

Phone:       Email:

Current School Year:

*\*\*If you have questions about your current budget and spending please contact the PTA Board Treasurer prior to completing this form\*\**

Current Budgeted Amount to Raise This School Year: $

Current Budgeted Amount to Spend This School Year: $

Actual Amount Raised This School Year: $

Actual Amount Spent This School Year: $

Proposed Amount to Raise in the Next School Year’s Budget: $

Proposed Amount to Spend in the Next School Year’s Budget: $

Why are you requesting the changes above?

How will the requested funds be used?

*Please submit this form to your PTA Board for discussion prior to the PTA Board’s Budget Meeting in April of current school year. All Budget Requests will be presented and voted on at the General Meeting in May of current school year.*

Date Reviewed by Board: \_\_\_\_\_\_\_\_ Board Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Page 2- PTA Committee Event Summary**

Committee/Event Name:

Event Date:

Event Chair(s):

What suggestions regarding this committee/event do you have for the next school year? Please provide specifics and attach any supporting documents that would help the chairpersons next year. (Ex: activity changes, new fundraising ideas, planning timeline, vendor changes, volunteer needs, things that worked/didn’t work, etc)