



## Woodmoor PTSA Budget Request Form

**DATE DUE:**

**TO: PTSA Committee Chairs**

**FROM: PTSA Treasurer**

**RE: Fall Budget Revisions**

Please review the **income and expense** for your committee or project. Is it enough? Is it too much? Do you have other income sources OR added expenditures that were not included in the planning process in the spring? We need to know about it! Please submit any suggested changes to this budget NO LATER THAN \_\_\_\_\_! These may be turned in to the PTA office inbox or emailed to. Keep in mind that you cannot be reimbursed for amounts that exceed your budgeted expenses without prior approval. In \_\_\_\_\_, the Budget Committee will make changes to the attached budget based on your input as well as input from parents and teachers. General membership will then vote on any revisions to the approved budget for the year at the next PTSA General meeting. Thanks!

Committee: \_\_\_\_\_

<b>Income Categories (please list):</b>	<b>Current \$ Amount</b>	<b>Requested \$ Amount</b>

<b>Expense Categories (please list):</b>	<b>Current \$ Amount</b>	<b>Requested \$ Amount</b>

Please explain reasons for requested changes:

Submitted by: