

RW PTA BUDGET PROPOSAL FORM

Use this form for all proposals of new funding and changes to existing funding.

CHANGES TO EXISTING COMMITTEES

Committee Name _____

Increase/(Decrease) to Income Line \$ _____

Increase/(Decrease) to Expense Line \$ _____

Reasoning for change in Budget Line (Include breakdown of funding changes)

Name of Chairperson requesting change _____

Phone Number _____

PROPOSAL FOR NEW BUDGET LINE

New Line Name _____

Expected Income \$ _____

What is the source of this income?

Expected Expense \$ _____

Breakdown of how this money would be spent

(Please do all background work. We need specific costs in order to consider this item—include shipping costs, printing, tax, etc.)

How would this item benefit the students/staff/families of Ridgewood?

Have you obtained any necessary approval (i.e. permits, principal approval, school district approval?) _____

Please attach copies of all documentation (bids, visual descriptions, etc.)

Name of person requesting funding _____

Phone Number _____

Approval Date _____

Notes/Comments _____

Date Added to budget _____

