# PTO Manager
# Finance Manager

## Quick Start User's Guide

If you need help, have a question, or would like to schedule some one-on-one help please email us at support@ptomanager.com or call us at 800-557-2670.

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# Welcome to Finance Manager

The goal of the Finance Manager Quick Start User's Guide is to provide you with the information you need to start using the Finance Manager system. By following this guide, you'll learn how to set up the system for your PTO, how to post financial transactions, how to reconcile your bank accounts, and how to use the information to produce reports that can help you make better financial decisions.

**Note:** Finance Manager works best using the Internet Explorer browser. If you are using an Apple computer, we recommend using the Firefox browser.

On the upper right corner of your screen, you will find **FAQ** (Frequently Asked Questions) and **Help?** links, both of which will provide you with useful tips and guidance.

# Chapter 1: Manage Your Account

## Set-up Your School If You Are Using Volunteer Builder

If you are using Volunteer Builder, most of your work is done. The set-up module is shared with Volunteer Builder. The only thing you need to do is make sure the software coordinator gives you the proper permissions. There are two finance permission levels (**Set-up → Users → User Permissions**):
- Treasurer—complete read and write access
- Board Member—read only access

## Set-up Your School If You Are Not Using Volunteer Builder

If you are not using Volunteer Builder, you need to activate your account. To activate your account, start by logging into the PTO Manager website. For information on how to log into the site, consult the welcome email that was sent to you from PTO Manager. Make sure that you login as a "volunteer already in the system" and not as a new user.

**Note:** If you no longer have the welcome email, go to http://www.ptomanager.com/home/login.html, enter your email address under "Forgot Password" and click SUBMIT.

**Note:** If you attempt to login and you get an error message related to "cookies", then you need to consult the help menu for your browser. Cookies must be enabled for the PTO Manager site to function properly.

Once you login, you can activate your account by following these steps:
→ Click the **SET-UP** tab.
→ Click **USERS** to access the User Management page.
→ Click the **FIND USERS** button.
→ Click the **SEARCH** button.
→ When you first access your account, there will be one user listed. Click on the user's name under the Volunteer Name heading and edit the information so it reflects your user information. Doing so will establish you as the "Software Coordinator" for the program. Being the Software Coordinator means you have permission to access all areas of the PTO Manager site with full administrative rights.
→ Once your user information is complete, click **SAVE** until you return to the Find User screen.
→ Once you've updated your information, click **USER PERMISSIONS** on the User Management screen. Make sure that you have selected "Treasurer" under the Finance Permissions heading. Click **SAVE**.

Once you activate your PTO Manager account, you can verify the information for your school.
→ Click the **SET-UP** tab.
→ Click **SCHOOL**. You can now verify your school's information. **Note:** The "Domain Prefix" entry determines the URL your users will use to access the site. For example if your domain prefix is ABC, your users can access the site by going to www.ABC.ptomanager.com. From there they would login as either new users or returning users. You can change your domain prefix to something easier for your group to remember. As long as it is not being used by another school, (you will get a warning message) then you are good to go.
→ Once you've verified your information, click **SAVE**.

## Adding Users

After you verify and set up your school, you can add users and assign permission levels.

To add users:
→ Click the **SET-UP** tab.
→ Click **USERS** to access the User Management page.
→ Click the **ADD USER** button.
→ You can now add the users who will have access to PTO Manager. **Note:** If possible, enter the user's email address. Doing so will send an email message to the user that includes the password they will need to access the system.
→ In this section, we'll cover setting up the basic financial information that is needed before you can manage financial activity for your PTO. These steps should be revisited at the start of each new fiscal year. All tasks in this section can be found under the Administration tab.
→ Once you've added users, click **USER PERMISSIONS** on the User Management screen. You can now select the permission level for each of the users you've added to the system. Once you have slected the permission level for each of the users click, **SAVE**. The permission levels are:
   • Treasurer—complete read and write access
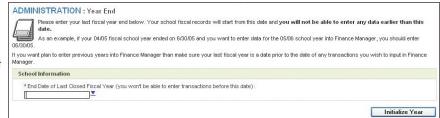   • Board Member—read only access

# Chapter 2: Set-Up Your Basic Data

In this section, we'll cover setting up the basic financial information that is needed before you can manage financial activity for your PTO. These steps should be revisited at the start of each new fiscal year. All tasks in this section can be found under the Administration tab.

## Setting Up Your Year End

The very first step you should take when setting up Finance Manager is to record when your last year end occurred. You do this under the **ADMINISTRATION** tab by selecting **YEAR END**. The system will ask you when your last



year end occurred. If you plan to use Finance Manager for this year and going forward, simply put the date of your last year end (e.g., If you want to start using the program as of 8/1/2007, you would enter 7/31/2007 into the box. **Remember, your year end date should be the PREVIOUS year's end. You can't enter any transactions into Finance Manager earlier than the date you enter).**

If you want to load data from previous years (including past budget information), you need to put in the date of the last year end before the date of the data you will be putting into Finance Manager. Once you put in the date, click on the button **INITIALIZE YEAR END**. You will only do this step once to set up the initial system parameters. Once the initial year end date is established, the year end option will be used to close activity for a completed fiscal year.

**Note:** If you accidentally put in the wrong date for your initial year end, it is very easy to "reset." Go to **FINANCES →** **ADMINISTRATION → YEAR END.** You will see two boxes. The box on the right is labeled "Date to Close Fiscal Year." Simply put in the correct year end date into that box. Hit **SAVE**.

**Note:** Only close a year when you are confident that the data is completely accurate. You will not be able to edit data from a closed year. When you are ready to close a year, choose the **YEAR END** button. The system will put in the date of the expected new **YEAR END**. If this is correct, then click the **SAVE** button.

## Setting Up Your Bank Account(s)



In order to maintain a complete financial view, you must set up every PTO bank account in Finance Manager, including checking account(s), savings account(s), money market or CD account(s), and petty cash if you use it.

To add a bank account:
→ Click **ADMINISTRATION**
→ Click **ACCOUNTS** (see list of accounts already entered)
→ Click on **NEW ACCOUNT**
→ Enter the information associated with this bank account. The information with an asterisk is required.
  • Account Name*
  • Account Number* (last 4 digits only)
  • Bank Name* (use your group's name for petty cash)
  • Account Type*: (either bank account or petty cash)
  • Set This As Default: check this box if this specific account is the primary account used by your PTO.
  • Balance*: The beginning balance of this account from the date you plan to start entering transactions into Finance Manger. For example, if your year end was 6/30/06 and you plan to enter all of the data from 2006/2007 into Finance Manager, then you would put in the bank balance as of 7/1/06.
  • Balance Date*—Same as above—put in the earliest date you plan to use for transactions for this account.
  • Subscriptions: You might add the branch manager's name, lobby hours, cash deposit policy, etc.
  • Address/City/State/Zip+4: List the location of the home branch for your PTO's account
  • Phone, Fax
→ Click **SAVE** or **CANCEL**

**NOTE:** When putting in your bank balance above, if this is the first time you have loaded data into Finance Manager, then you must account for checks/deposits that have not cleared from your previous fiscal year. The easiest solution is to enter those checks/deposits in this fiscal year. If you don't want to do that, you need to adjust your beginning bank balance to account for those uncleared items.

To edit the account information, from the Administration: Accounts screen:
→ Click on the **EDIT** link that corresponds with the account you want to change. The system will take you to the account information screen. Make the necessary changes.
→ Click **SAVE** or **CANCEL**

To deactivate or reactivate an account, from the Accounts Summary screen:
→ Click on the **DEACTIVATE** or **REACTIVATE** link that corresponds with the account you want to change. The deactivate link is only available for an account if the balance is zero and it has been fully reconciled. The default account can't be deactivated.
→ Click **SAVE** or **CANCEL**

**Note:** You can specify that you want to see inactive accounts by checking the "Show Inactive Accounts" box. The screen will refresh with updated information upon checking or unchecking this box.



## Setting Up Your Headings

Headings define a group of activities that generate income or spend money in your PTO. Headings are used to organize your financial information for ease of understanding, especially on your monthly reports, but you do not report activity against Headings. You do not budget at the Heading level; it is merely an organizational tool. You must define at least one income Heading and one expense Heading, though you can define more. Once defined, Headings do not typically change for a PTO from year to year.
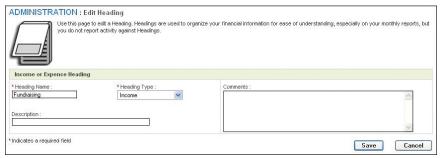
To add a Heading:
→ Click **ADMINISTRATION**
→ Click **INCOME AND EXPENSE CATE-GORIES/HEADINGS**
→ See a list of the current Headings and Categories
→ Click on **NEW HEADING**
→ Enter **NAME***, **TYPE*** (income or expense), **DESCRIPTION**, **COMMENTS**
→ Click **SAVE** or **CANCEL** to exit without saving
→ In reports, Heading will sort with Income Headings on top and Expense Headings below. Within Income and Expenses, the Headings will sort in alpha order. So if you want to force a certain sort order, you might want to put letters or numbers before the name (for example AA Fundraising).
→ You can delete a Heading only if it has no categories.



For more information about headings you can look at the sample budget in Appendix A.
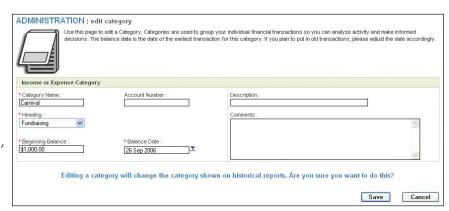
## Setting Up Your Categories

Categories define the specific activities that generate income or spend money in your PTO. Categories are used to segment your individual financial transactions so you can analyze activity and make informed decisions. Categories are grouped under Headings. You budget at the Category level, not the Heading level. You report every financial transaction against one or more category. You must define at least one income Category and one expense Category, though most PTO's will set up 5-25 Categories.

**Note:** The fewer categories you set up, the less visibility you have of the source and destination of your PTO's money. You may have difficulty making informed decisions about the financial status of specific activities if you use only a few general categories. On the other hand, if you set up too many categories, your reports will be long and unnecessarily detailed. Generally, if an activity is one of your major fundraisers or expense items, you should define it as its own category. Smaller, less prominent activities should be logically grouped with similar activities and assigned a common category.

To add a Category:
→ Click **ADMINISTRATION**
→ Click **INCOME AND EXPENSE CATEGORIES/HEADINGS**
→ See a list of the current Headings and Categories
→ Click **NEW CATEGORY**
→ Enter **NAME\***, **ACCOUNT #**, **HEADING\***, **BEGINNING BALANCE\***, **BALANCE DATE\***, **DESCRIPTION**, and **COMMENTS**
→ Click **SAVE** or **CANCEL**



**Note:** We recommend a category should be designated as either income or expense but not both. For example, if your Carnival ends up with a positive balance at the end of the year, it should be set up as an Income Category. You can show expenses against an income category. The opposite is true as well. If movie night is ultimately an expense but you do bring in some income, we recommend setting it up as an expense category only.

**Note:** Category names need to be unique and descriptive. When you are entering transactions, if your category names are not descriptive and unique, you may not know which category is the correct one for your transaction.
- In reports, Categories will sort in alpha order by category name within their corresponding Headings. So, if you want to force a certain sort order, you might want to put letters or numbers before the name (for example AA Gift Wrap).
- You can deactivate a Category from the main Category screen by clicking the deactivate link. Categories can be deactivated at any time. To reactivate a Category, check the box "show inactive categories" at the bottom of the screen. You can then select the reactivate link for the specific Category.
- You can delete a category by clicking the delete link only if it has no transactions against it.

**Note:** The category balance is the net amount of money posted to this category as of the balance date.
- If you are setting up Finance Manager at the start of your fiscal year, your category balances will be zero and your - balance dates will be the first day of your fiscal year.
- If you are converting to Finance Manager in the middle of a fiscal year and you are not bringing over previous transactions for the year, you use Beginning Balance to "load" the FM categories with the amount of money you have already posted to each category as of the Balance Date. In this case, your Balance Date is the date on which you intend to start using Finance Manager.
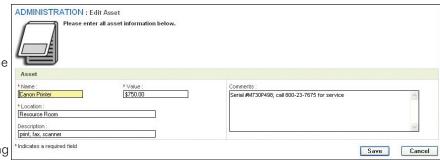
For more information about categories you can look at the sample budget in the Appendix.

## Setting Up Your Assets

Some PTO's own items of value, "assets", that they need to track for the sake of their annual IRS report, or for insurance purposes. The Asset screen allows you to define an asset, along with its description and value.

To add an Asset:
→ Click **ADMINISTRATION**
→ Click **ASSETS**
→ See a list of the assets already defined in the system
→ Click **NEW ASSET**
→ Enter **NAME\***, **VALUE\***, **LOCATION\***, **DESCRIPTION**,**COMMENTS**
→ Click **SAVE** or **CANCEL** to exit without saving



To edit or delete an asset, from the Administration: Assets screen:
→ Click on the **EDIT/DELETE** link that corresponds to the asset you want to change. Once you've added users, click **USER PERMISSIONS** on the User Management screen. You can now select the permission level for each of the users you've added to the system. Once you have selected the permission level for each of the users, click **SAVE**. The permission levels are:
  • Treasurer—complete read and write access
  • Board Member—read only access

# Chapter 3: Budget

Creating the annual PTO budget is the next step after setting up the basic data. The budget as a whole defines how much money your PTO expects to take in and how much it intends to spend. The annual budget is broken down into category-level budgets that you define in this step. Throughout the year, you post actual transactions against categories. Finance Manager tracks your actual activity against the budget amount and reports your PTO's performance against budget. You can see a sample budget in the Appendix.

You must define your PTO's Headings and Categories before you can define the budget amounts. As you enter budget amounts, the system will recalculate the total and display your current budget balance (projected income versus planned expenses) at the bottom of the budget worksheet screen. If the balance is a positive number, you are planning to make more money than you plan to spend. If the balance is a negative number, you are planning to spend more money than you expect to earn.

## Assigning Budget Amounts

To set up your initial budget:
→ Click **BUDGET** to see a list of the active headings and categories for your PTO.
→ Enter a budget amount into each of the applicable categories.If this is the first year you've used Finance Manager, the columns labeled **LAST YTD** (year to date) and **LAST BUDGET** will be blank. These fields will be populated by the system during year-end rollover. Throughout the year, the column labeled **YTD** (year to date) will be automati-



cally updated based on the actual financial activity you post to Finance Manager. You cannot change those numbers. You can see the transactions that make up the YTD number by clicking on **DETAILS**.
→ Click **SAVE** or **CANCEL** to exit without saving. You can change the budget amounts even after you start posting activity.

## Rolling Over To a New Year

At the end of each fiscal year, you will close the year out by running the Year End routine which is found on the Administration screen. The Year End routine moves the current year's Actual Year to Date amounts, and the Budget amounts into the "Last Year" columns on the Budget worksheet screen. The current year information will be zeroed out so you can enter the budget numbers for the upcoming year. The Year End routine can only be run if all the accounts have been reconciled for the entire year. The routine will give you an error if it discovers unreconciled accounts. Once the Year End routine has been completed and a fiscal year is closed, it cannot be re-opened.

# Chapter 4: Transactions

This chapter will describe how to do the most common tasks of a treasurer. Most of your work with Finance Manager will be in this area. The main "Transactions" page shows you the default account's check register for the last 30 days. You can change the account to view or the number of days to view by clicking on the corresponding information and then clicking on **UPDATE**.
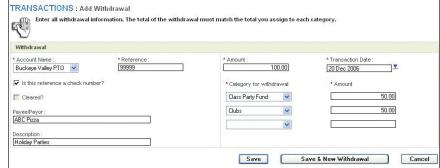
## Bank Reconciliation

Bank reconciliations should be done monthly. Finance Manager makes it very easy to reconcile all of your accounts. To reconcile your account, follow the steps outlined below:

To reconcile accounts:
→ Click **TRANSACTIONS**
→ Click **BANK RECONCILIATION**
→ Select the account to reconcile and click **UPDATE**
→ Click **NEW BANK REC** to reconcile a new month (only available if all previous months have been reconciled) OR
→ Click the **EDIT** link for the month you would like to reconcile



→ Enter the end date of your bank statement and the closing balance of your bank account per your bank statement.
→ Check the **CLEARED** box for all transactions that have cleared per your bank statement.
→ You can enter a new deposit or withdrawal during the reconciliation process by using the corresponding buttons on this screen. The information for the deposit or withdrawal will be collected and saved in the same fashion described earlier in this section.
→ You can also edit/delete an individual transaction from the bank reconciliation screen by using the appropriate links on the right.
→ You can save the reconciliation without finishing by clicking **SAVE**.
→ The month is reconciled when the "Unresolved" amount equals "0" and you have "cleared" all the withdrawals and deposits in Finance Manager that are on the bank statement for that month.
→ When you finish the reconciliation and unresolved equals "0", you can select **CLOSE MONTH**. The **CLOSE MONTH** button won't appear until your unresolved amount is equal to "0".

**Note:** If you edit the amount of a cleared transaction that was included in a month that has been "closed", you will need to go back and reconcile that month as well as all months after that month.
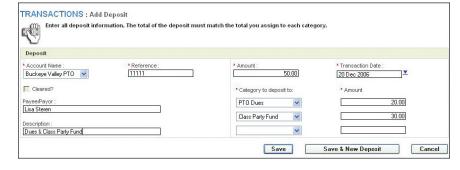
## Withdrawals

A withdrawal or disbursement is typically a check, though electronic debit (from a scrip provider for example) and cash withdrawal are also forms of disbursement. In Finance Manager, you can add, change, and delete unreconciled disbursements. Every disbursement must be posted against at least one category.

To post (add) a withdrawal:
→ Click TRANSACTIONS
→ Click WITHDRAWALS
→ Enter ACCOUNT NAME*, REFERENCE* (check #), PAYEE, DESCRIPTION, AMOUNT*, DATE*, CATEGORIES*, AMOUNT* (for each category)
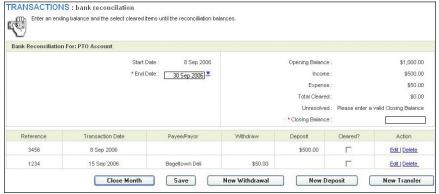→ You can split the amount among several categories but the total must always equal the amount of the withdrawal
→ Select SAVE or SAVE & NEW WITHDRAWAL or CANCEL



## Deposits

Any money added to your PTO bank account, whether by cash deposit, electronic transfer, or interest earnings, is posted as a deposit in Finance Manager. You can add, change, and delete unreconciled deposit transactions. Every deposit must be posted against at least one category.

To post (add) a deposit:
→ Click TRANSACTIONS
→ Click DEPOSITS
→ Enter ACCOUNT*, REFERENCE* (create your own naming scheme for deposits), PAYOR, DESCRIPTION, AMOUNT*, DATE*, CATEGORIES*, AMOUNT* (for each category)
→ To split the amount among several categories, enter portion of the amount for each category. The total must always equal the amount of the deposit.
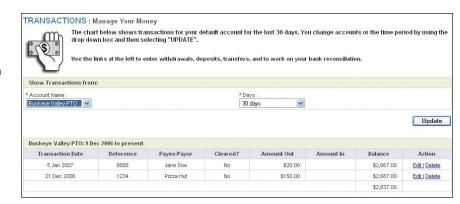→ Select SAVE or SAVE & NEW DEPOSIT or CANCEL



## Transfers

To transfer money between any of your parent group accounts, follow the steps outlined below. This can be helpful when adding to petty cash or similar type of transactions.

To transfer funds:
→ Click TRANSACTIONS
→ Click TRANSFERS
→ Enter ACCOUNT FROM*, ACCOUNT TO*, REFERENCE*, DESCRIPTION, AMOUNT*, DATE*
→ Select SAVE or SAVE & NEW TRANSFER or CANCEL

## Editing/Deleting Transactions

→ Click **TRANSACTIONS**
→ Specify time range by using the pull down under "Days"
→ Click **UPDATE**
→ You can then Edit/Delete any individual entry by selecting the appropriate link on the right of the screen



# Chapter 5: Reports

Finance Manager gives you the ability to run reports that will help you make better financial decisions and keep your members informed. All reports can be printed or exported to a file. Exported reports are formatted as comma delimited files (i.e., all fields are separated by a comma). Files saved to your computer can easily be imported into Microsoft Excel and other applications.

To access the Reports screen, click on the **REPORTS** tab. The list of available reports will appear on the left side of the screen. Select the report you want to produce by clicking on it.

All the reports allow you to designate the **START DATE** and **END DATE** for the report. Only information that meets the specified date range will be included in the report. Dates default to the first day of the fiscal year (**START DATE**) and the current date (**END DATE**). Dates should be entered in MM/DD/YY format. Click on the pull down arrow to access a calendar.

Clicking on many of the column headings on the reports screens will change the sort order of the data on the screen. Many of the reports will ask if you want to include "reversed transactions". By clicking yes, you will see all transactions, even ones that were deleted.

## Category Summary

This report lists all the active categories in the system, sorted by account type, and then alphabetically by heading and category name, and includes the year to date balance as of the specified **END DATE**. You can only run this report within a fiscal year.

## Categories (Category Transactions)

This report lists transactions by category, for a user-defined date range, sorted by account type, and then alphabetically by heading and category name. You have the option to view one specific category from the pull-down list, or ALL by checking the corresponding box. You can only run this report within a fiscal year.

This is one of most important reports for a PTO. This report can answer questions such as "How did we go over budget on the Assemblies?" and "Has anyone been reimbursed for Movie Night expenses yet?" and "How much was the down payment for the Yearbook?" and "How many deposits have we made for our cartridge recycling program?" Committee chairs can use this report to monitor their committee's financial activity and make plans for the future. It is important to remember that this report shows category information. As a result, if you write a check to pay for an expense category item (like teacher appreciation), the check will show up under the "in" column for that item because it is increasing that expense category.

From this screen, you can access the details behind any transaction by clicking on the corresponding **REFERENCE**. You cannot change the transaction details from this view.

The following information is presented for each category:
   **DATE**: the date of the transaction
   **REFERENCE**: the information entered in the Reference field when the transaction was created. For a withdrawal transaction, this is typically check number. For a deposit transaction, this might say "Deposit".
   **PAYEE/PAYOR**: the information entered in this field when the transaction was created. For a withdrawal, this is typically the check payee. For a deposit, this might be the source of the money.
   **OUT** and **IN**: The amount of the transaction will be presented under OUT or IN.
      • OUT: If the transaction decreases the category balance, the transaction amount is listed under OUT
      • IN: If the transaction increases the category balance, the transaction amount is listed under IN
   **BALANCE**: This column shows a running balance for each transaction presented on this report. The first line is the category balance as of the START DATE of this report.

**Note: When you enter an amount (write a check) under an expense category, that INcreases the expense category—hence it shows as Amount In.**

## Account Summary

This report shows every bank account set up in the system, along with the current balance.

## Accounts (Account Transactions)

This report lists the transactions by bank account, for a user-defined date range, sorted by date. It can be extracted for just one bank account, or for all bank accounts.

**Note:** As treasurer, you should create this report every month and review it with the Executive Board, highlighting any unusual or exceptional transactions. You can also use this report to do an audit at the end of the year by looking at the entire year and including reversed transactions. The report would be compared to your bank statements for the same time period.

From this screen, you can access the details behind any transaction by clicking on the corresponding **REFERENCE**. You cannot change the transaction details from this view. The columns on the report are:
   **DATE**: the date of the transaction.
   **REFERENCE**: the information entered in the Reference field when the transaction was created. For a withdrawal transaction, this is typically check number. For a deposit transaction, this might say "Deposit".
   **PAYEE/PAYOR**: the information entered in this field when the transaction was created. For a withdrawal, this is typically the check payee. For a deposit, this might be the source of the money.
   **CLEARED**: indicates whether the check has cleared or not.
   **OUT**: transactions that reduce the bank account are included in this column. Typically, these are checks, cash withdrawals, and electronic debits such as scrip.
   **IN**: transactions that add to the bank account are included in this column. Typically, these are cash deposits.
   **BALANCE**: This column presents the running balance in the bank account based on the user-defined date range and the transactions listed.

## Performance to Budget

This report shows actual year-to-date activity versus budget as of the user-selected **END DATE**. It is organized with all income headings and categories at the top sorted alphabetically, followed by all expense headings and categories, sorted alphabetically.

The Performance To Budget report is one of the most important decision-making tools for a budget-driven PTO. This report allows the Executive Board and PTO members to answer questions such as "How much more do we need to earn in the Cartridge Recycling program to make budget?" and "What should we do about Staff Appreciation;  it's only October and they've spent their whole budget!"

**Note:** You should create the Performance To Budget report with an **END DATE** as close to the general PTO meeting as possible. Each month, you should review the report for the officers and members, highlighting any areas of concern. It is not essential that the report be created with an exact month-end date. Rather, you should make it as current as possible so the readers are considering the current financial picture. If your meetings are held mid-month, your Performance To Budget report should be generated mid-month, too. Even if you do not hold regular monthly meetings, you should generate and distribute a PTB report every month.

> **HEADING/CATEGORY**: All active headings and categories will be listed.
> **BUDGET**: This amount comes from the Budget worksheet that you completed earlier.
> **YTD**: Year To Date is the actual net financial activity posted to each category as of the **END DATE**.
> **VARIANCE**: This column shows the difference between **YTD** and **BUDGET** for each category.
> - For an income category:
>     - A positive variance means you made more money than budgeted (so far)
>     - A negative variance means you have made less money than budgeted (so far)
> - For an expense category:
>     - A positive variance means you have spent more money than was budgeted (so far)
>     - A negative variance means you have spent less money than budgeted (so far).

The data on this report comes from the category/heading list, the category budgets, and the actual transactions posted for each category. It is not specific to a particular bank account. If you post transactions against a secondary bank account, the transactions will be included in this report, too.

## Missing Checks

This report shows any check numbers that have been skipped based on a user-defined date range. This information can be useful during check reconciliation or audit.

Once you have selected and run your report, you may **PRINT** the report or **SAVE LIST TO MY COMPUTER** (on the left side of the screen).To split the amount among several categories, enter portion of the amount for each category. The total must always equal the amount of the deposit.
➔ Select **SAVE** or **SAVE & NEW DEPOSIT** or **CANCEL**

# Chapter 6: Miscellaneous

## Editing Screen Information

Most of the text on your school's PTO Manager Site can be personalized for your school. For example, you might choose to include site directions in both English and Spanish.

To edit screen information:
→ Click **SET-UP**
→ Change the **EDIT MODE** (on the left side of your screen) to **ON**.
→ Once you are in Edit Mode, you will see an **OVERRIDE** link next to certain text areas. Clicking the link will take you to a page where you can edit the associated text. Click **SAVE** to save your text changes. Click **CANCEL** to cancel your changes. **Note:** Be sure to click the override link that follows the text you want to change. If you click the override link that appears before the text you may be selecting the associated icon.
→ When you are done making your changes, click **OFF** under **EDIT MODE** to switch back to **VIEW MODE**.

**Note:** Many pages within PTO Manager are interrelated and can include the same text. If you change text that also appears on other pages, the text will be changed on all pages.

# Appendix: Sample Budget

**ABC Elementary School PTO**
**Annual Budget**
**2006-2007**

## INCOME

CATEGORIES

HEADINGS

| | Budget | YTD | Variance |
|---|---|---|---|
| **Fundraising** | | | |
| Gift Wrap Sales | $4,000.00 | $4,100.00 | ($100.00) |
| Bagel Sales | $1,000.00 | $840.00 | $160.00 |
| Spring Carnival | $3,000.00 | $0.00 | $3,000.00 |
| Auction | $5,000.00 | $4,800.00 | $200.00 |
| T-Shirts | $750.00 | $600.00 | $150.00 |
| **Fundraising Total** | **$13,750.00** | **$10,340.00** | **$3,410.00** |
| **Other Income** | | | |
| Dues | $2,500.00 | $2,600.00 | ($100.00) |
| Grants | $1,000.00 | $1,000.00 | $0.00 |
| Donations to PTO | $250.00 | $200.00 | $50.00 |
| **Other Income Total** | **$3,750.00** | **$3,800.00** | **($50.00)** |
| **INCOME TOTAL** | **$17,500.00** | **$14,140.00** | **$3,360.00** |

## EXPENSE

| | Budget | YTD | Variance |
|---|---|---|---|
| **Enrichment** | | | |
| Assemblies | $2,000.00 | $1,000.00 | $1,000.00 |
| Classroom Supplies | $800.00 | $700.00 | $100.00 |
| Other Enrichment | $650.00 | $650.00 | $0.00 |
| **Enrichment Total** | **$3,450.00** | **$2,350.00** | **$1,100.00** |
| **Recognition** | | | |
| Staff Appreciation | $1,000.00 | $650.00 | $350.00 |
| Character Awards Program | $500.00 | $500.00 | $0.00 |
| **Recognition Total** | **$1,500.00** | **$1,150.00** | **$350.00** |
| **TOTAL EXPENSES** | **$4,950.00** | **$3,500.00** | **$1,450.00** |