

## Mckenzie Budget Request Form 2010-2011

Dear PTA Committee Chairperson for the 2010-2011 School Year:

Thank you so much for agreeing to chair a committee for the 2010-2011 school year. McKenzie would not be the great school and community that it is without volunteers like you!

As you might know, the PTA establishes a budget at the beginning of the new PTA fiscal year. One of your first tasks as a new (or continuing) Committee Heads is to help in establish an accurate budget for the 2010-2011 year. We are currently reviewing the budget trends over the past four years to determine your budget for next year. In order to do this most effectively, please let me know of any anticipated changes in your event/committee. (The best way to do this is to meet with the committee head from the 2009-2010 year, as they may be able to tell you about “surprises” in the next year or expenses that will not re-occur.) You will have an opportunity to respond to the amount determined before the budget is approved in September.

Please fill out the form below and return it by June 10th to Brenda Werth, PTA Treasurer via backpack express or send your responses via e-mail – [werthfive@comcast.net](mailto:werthfive@comcast.net).

Thank you in advance for your help! Please call if you have any questions.

Brenda Werth  
McKenzie PTA Treasurer 2010-2011  
847.920.0123 or [werthfive@comcast.net](mailto:werthfive@comcast.net).

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

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

***Please answer the following questions:***

I anticipate the following changes to my committee which will affect my income/expenses (please explain in detail, or indicate “NO CHANGE”):

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