

### CCPTA Guidance for Summer Spending

In light of the unusual times we are living in – and requests that have come in from some of our members – the CCPTA is providing the following guidance for PTAs for the summer of 2020. To ensure that everyone starts from the same knowledge base, the following assumptions are in place:

1. PTA budget for the 2019-20 school year ends June 30<sup>th</sup>;
2. PTA budget for the 2020-21 school year *typically* is approved in September, leaving PTAs without the ability to spend (reimburse) for any expenditures in July, August and some portion of September;
3. PTAs would like the ability to spend \*some\* funds in the summer months in light of the needs created by the COVID-19 pandemic.

If your PTA would like to have funds available to spend during the summer months, the CCPTA is recommending that an interim budget is created and approved, based on the funds your PTA expects to have in hand after all spending is completed under the 2019-20 budget. This means:

1. The PTA needs to be certain how much money will be reimbursed through the end of the current budget period.
2. The Executive Committee, Finance Committee and/or Treasurer should develop a simple interim budget to meet the expected needs for the summer based on funds remaining at the end of the 2019-20 school year.
  - a. This budget should show NO expected income;
  - b. This budget should show ZERO for all expenses except for the ones planned for summer 2020 (this might include any back to school funds often accrued in late August);
  - c. This budget should ensure that there are some funds remaining to begin the 2020-21 school year (ie startup funds).
3. Once the interim budget is developed, it must be approved by the Executive Board and then by the general membership as outlined in PTA bylaws.
4. The year-end audit should be done as normal once the books are closed for the 2019-20 school year.
5. A complete budget for the 2020-21 school year must be developed over the summer and approved as a budget adjustment following the normal PTA process as outlined in PTA bylaws. This budget would include income as well as \*planned\* expenditures for the 2020-21 school year as well as incorporating the funds spent on summer activities.

Should you have any questions or concerns, please contact the CCPTA Treasurer, Kendra Anderson, via email at [ccptatreasurerarlington@gmail.com](mailto:ccptatreasurerarlington@gmail.com).