

Committee Plan of Action Report

Committee/Chair Person: _____

Event/Program/Fundraiser: _____

Budget: _____ Date of Event: _____

Committee meeting dates: _____

When the membership approves the PTA budget, it is authorizing the board of directors to spend PTA funds. **This is not an authorization for a committee to spend funds.** Each committee is responsible to formulate a plan and budget and present these to the board of directors for approval. Use this worksheet to help your committee create a plan of action.

Description of event/program/fundraiser: _____

Number of volunteers needed: _____

If the committee will have expenditures, explain how the budget will be spent.

If the committee is budgeted for income, explain how the income will be raised.

Expenses: _____

Income: _____

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the board of directors. Contracts can only be signed by elected officers

Approved: _____

Board recommendations: _____