

**Oak Hill Elementary School PTA
Standing Rules
Approved June 2006**

Budget Process

1. Proposed budget is prepared and approved by the Executive Board.
2. Executive Board presents proposed budget to the general membership for approval at the first PTA meeting of the school year (September).
3. All budget amendments must be reviewed by the Treasurer and recommendations presented to the Executive Board for approval.
 - a. Budget amendments to existing line items that do not exceed 50% of the original line item and are less than \$200 can be approved by the Executive Board without approval by the General Membership.
 - b. Budget amendments that exceed 50% of the original line item or \$200, or those that are new line items, must be presented to the general membership at least thirty (30) days prior to approval by the general membership.
 - c. In the event that a budget amendment is altered during the approval meeting, the Executive Board must determine whether or not the change materially changes the original amendment enough to require a new review by the Treasurer and delay approval by the general membership for another thirty (30) days.
4. Beginning in April, the Treasurer shall survey committee chairs for additional funding requirements from the current budget year in the event there are excess funds in the current budget year.
5. The Treasurer will compile a list of potential uses, including requests from committee chairs, for excess funds in the current budget year to be presented at a regular meeting at least thirty (30) days prior to approval of the summer carryover by the general membership. Items can be added during the meeting at which the list is initially presented, but only items on the list can be considered for summer carryover funds.