

Downing Middle School PTA Plan of Work

Officer/Chairperson Name: _____ School Year: _____

PTA Position: _____

Position Reports to: _____ Executive Board Position: Yes No

Position Duties and Responsibilities:

Key Action Steps (describe your goals and plans for the year and dates for the PTA calendar):

<i>Event Description</i>	<i>Begin Date</i>	<i>End Date</i>

Resources Needed (describe sources and uses of funds needed to accomplish your goals):

Budget Line:	Total Income:	Total Expenses:	Net Income:

To assist with budget forecasting, following is ACTUAL income & expenses at end of current year:

Budget Line:	Total Income:	Total Expenses:	Net Income: