



Frequently Asked Questions - Budget Surplus, Proposals & Process

What is a budget surplus and why does Brookdale PTA have one?

Each year Brookdale PTA creates a budget by estimating how much money we hope to bring in and determining how much money we plan to spend. This should result in a **BALANCED BUDGET**, meaning we plan to spend as much as we hope to earn. However, when we earn more than estimated, and/or spend less than allocated, we end up with leftover money—a surplus. (It's a good thing!)

Where did the surplus proposals come from?

Brookdale PTA provides every PTA member the opportunity to submit a surplus proposal by completing a proposal form, providing cost estimates and any additional documentation supporting their proposal. Brookdale PTA communicates via numerous emails when proposals are being accepted and the deadline for submitting a proposal for consideration.

What will happen after a proposal is submitted?

- The Brookdale PTA Budget Committee reviews all proposals and will directly contact proposal submitters about presenting their proposals at a PTA Meeting.
- Proposal submitters will have up to two (2) minutes to present their proposal at the PTA Meeting.
- Following their presentation, up to five (5) minutes will be allowed for questions and discussion.
- After five minutes of questions and discussion, the topic will be “tabled” and the next presentation will begin.
- Please note that we must adhere to a strict time limit to ensure all presentations are heard in a reasonable and fair amount of time.

How will a final decision be made?

- No decisions will be made during the PTA Meetings in which the proposals were submitted.
- After all proposals have been presented, a special Budget Surplus Committee may be formed.
- Members of the Budget Surplus Committee will meet to review all proposals and follow up with any questions or issues brought up during their discussion. This may require further research and revisions of the original proposals. The Budget Surplus Committee will finalize the proposals and present a Budget Surplus Gift recommendation.
- Upon finalization, the Budget Surplus Gift recommendation will be posted on the Brookdale PTA Website for all to view.
- A PTA Member vote will take place on a specified date and time.

Who may serve on the Budget Surplus Committee?

- It is required that Budget Surplus Committee members be PTA members who have attended the PTA Meeting that the proposals were presented.
- Proposal submitters are not eligible to serve on the Budget Surplus Committee.
- One (1) representative from each grade level, for a maximum of six (6) people, plus one PTA Executive Committee member.