



Wantage Elementary School PTA
"Together We Make a Difference"

PTA COMMITTEE REPORT

DUE 2 WEEKS AFTER COMMITTEE WORK IS COMPLETED!!

Committee Name:

School Year:

Committee Chairs and Phone Numbers:

1. Are committee chairs returning next year? If not, please provide names of potential new chairpeople.

2. Budget:

What was the committee's budget?

What were the actual revenues and/or expenses (please attach detail of revenues and copies of receipts for expenses. Please also provide names and phone numbers of vendors used to purchase items for your committee.)

Was your budget adequate? If not, why and what budget would you suggest for next year?

3. What was the date of your event, if applicable?
4. Did you have committee meetings? _____ If yes, how many and when?
5. Did you requisition space for an event or committee meetings?

If yes, please attach confirmation of your room requisition.



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6. Describe the responsibilities of the chairs of this committee. Please provide specific timeframe as to when each task must be completed (i.e. month, week, specific date) and details of each task. Please fully describe below or attach as much detail as necessary to describe everything the chairs of this committee must do.

7. Did you send out any notices? _____ If yes, please attach a copy of all notices.

8. Were any meetings necessary with Dr. Bonagura? _____ If yes, please describe.

9. Did you solicit donations from vendors or school families? _____ If yes, please describe.

10. Did you require seed money? _____ If yes, how much?

11. Was any follow-up required, such as thank you notes or other correspondence?
If yes, please describe and attach copies.
