

AVAILABLE FUNDS WORKSHEET

Grade Level Coordinator's will use this worksheet to keep a tally of each class' expenses, to determine available funds from one event to another throughout the year. To begin using this worksheet, fill in your starting available funds for your grade level's Winter Party, for your TA Luncheon and for your Birthday Lunch Recognitions. For 4th Grade only: enter your available funds for 5th Grade Moving on reception. You're now on your way!

	Available Funds <small>(Total Unused Funds)</small>	Event Expenses <small>(For all classes)</small>	Unused Funds <small>(Available Funds - Event Expenses)</small>
Winter Party			
Valentine Party			
End of Year Party			
Kindergarten Splash Day			
Total Unused Party Funds			
Combined TA Luncheon Funds			
Total Unused Combined TA Luncheon Funds			
Total Grade Level Funds for B-day Lunches			
Event Expenses in this section will be for			
each individual lunch recognition			
submitted for reimbursement.)			
Total Unused Grade Level Funds for B-day Lunches			
5th Grade Moving On Reception			
Total Unused 5th Grade Moving On Reception Funds			

Grade Level's **Total Unused Funds from all events throughout the year** (mailroom at end of year!)

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(Please return form to PTA Room Parent Chairperson's folder in staff mailroom at end of year!)

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