

# PROPER USE OF PTA FUNDS

---

## CONSIDERATIONS:

PTA funds should always be used for the direct benefit of the students attending the school (other than self-supporting PTA administrative expenses).

The local PTA unit has the responsibility to make an informed decision concerning the spending of local PTA money. Before approving proposals for material aid to the school, the PTA should consider whether or not the proposed expense of is one that should be supplied by public funds, e.g., the education budget. PTAs can consider providing for EMERGENCY needs not funded in the budget, but this should be viewed as a stopgap measure taken while working to arouse public support and funding for the particular item.

**SCHOOL SYSTEMS VARY IN WHAT THEY PROVIDE AND MAINTAIN. THE FOLLOWING EXAMPLES ARE SUGGESTIONS. EACH PTA UNIT MUST, THEREFORE, DECIDE THE APPROPRIATENESS OF ITS EXPENDITURES ACCORDING TO LOCAL FUNDING AND PRACTICES.**

Maryland PTA has created the following list of appropriate and inappropriate PTA expenditures. The list was reviewed and approved by the Executive Committee of the National PTA and the National PTA's attorneys for use in Maryland.

### EXAMPLES OF APPROPRIATE PTA EXPENDITURES: (IN ALPHABETICAL ORDER)

- Awards
- Communication / Publicity
- Classroom / School Enrichment Programs
- Committee Expenses
- Cultural Arts
- Family Involvement Activities / Events
- Fund Raiser Expenses
- Guest Speakers
- Hospitality
- Insurance- required by MD PTA
- Leadership Training
- Legislative Activity
- Membership Supplies
- Memorials
- Needy Student Assistance
- Parent Workshops / Seminars
- Postage and Stationery
- Promotional Items
- PTA Administrative Costs
- PTA Dues
- PTA Newsletters
- PTA Office Equipment
- PTA Programs
- PTA Publications
- PTA / School Related Celebrations
- Reproduction Costs
- Scholarships
- Volunteer Appreciation

### EXAMPLES OF EXPENDITURES TO AVOID: (IN ALPHABETICAL ORDER)

(The following items should be supplied by the local Board of Education)

- Basic School Supplies (this is different than the Prepare for Success initiative for needy students)
- Capital Improvements
- Funding of School Personnel
- Janitorial Supplies
- Outside Equipment for Schools
- Principal's Discretionary Fund
- School Office Equipment
- School Presentation Equipment
- Teacher Development
- Technology - for school infrastructure