

Lake Highland Parent Association

LHPA Event Budget Guidelines

2011-12

The Lake Highland Parent Association (LHPA) is extremely grateful for the hard work and donations, both cash and in-kind, from our parents and the community. Without these contributions of time, talent and money, we would certainly not be able to accomplish all that we have for the benefit of the students and teachers at our school.

Each year, the LHPA establishes budgets for the various LHPA events based on dollars spent in prior years. We want these budgets to reflect the true cost of each event and thereby improve our accounting and budgeting procedures. Since you are chairing an event, we ask you to share your knowledge and complete the attached form after your event has occurred. With these completed forms, we will know the true cost of each event based on dollars spent and in-kind donations.

Sometimes, parents who contribute goods or services for an event choose not to be reimbursed for their purchases. We respect and appreciate their choice, but the LHPA wants to include that expense in our accounting of the event and the school wants to thank them for the in-kind donation to the school.

All family and vendor donations should be recorded so that we can properly thank them. The Advancement Office keeps forms for in-kind donations. Please call Barbara Blackwell, Director of Development, for the forms or if you have questions about charitable donations.

If you have questions about the LHPA Event Budget form, please contact Janie Miles at milesvero@yahoo.com or Karen Witter at keswcpa@cfl.rr.com.

Thank you for your time and your commitment to LHPS. It's going to be a great year!

Janie Miles, LHPA Treasurer