

2009-2010

Dear Committee Chairperson,

Thank you very much for volunteering your valuable time and talents to this fund-raiser or project! In an effort to stay within the allotted Home and School budget we are sending out this letter to inform you of the allotted budget amount available. Please use this as a tool to help you delegate out the budget to your different committee heads. Additional copies for your use can be found in the Home and School mailbox in the parish/school office.

The budget for: _____ is:

\$ _____.

Additionally, separate forms for releasing or re-imbusement of funds, can be found in the Home and School mailbox. These forms will need to be filled out and turned in to the Home and School treasurer, via the mailbox. Tracking funds and allowing for accurate budget needs has been an expressed concern in the past and with this method of funds tracking we have begun to address these concerns. Thank you again for your help with this aspect of the chairpersons responsibilities.

Sincerely,
Home and School