

Instruction for Plan of Work

The 'Plan of Work' includes the materials proposed and estimated budget for the current school year. The Officer/Chairperson is responsible for submitting a budget for the needs of her position/committee. Using the previous year's plan of work is a good starting point when projecting a budget. This plan should account for each event/goal from the start of the school year to the end of the school year, June through May. Maintaining a reasonable budget is important because our main mission is supplying scholarships for our Bexar Country Aggies. This is the reason that soliciting donations is recommended for most events (and one of the things Aggie Moms are very good at doing!).

How to fill out the Plan of Work:

1. Provide the Officer's/Chairperson's Name.
2. Provide the Position held, if applicable.
3. Provide the Officer's/Chairperson's Responsibilities/Duties.
4. Provide the Officer's/Committee's Goal(s).
5. Provide the Committee Members/Aggie Moms Board Names, if applicable.
6. List each Event(s)/Goal(s) along with date(s), Items/Resources needed, and an estimated budget for each event(s)/goal(s).
7. List Supplies/Resources needed if applicable.
8. Provide Total Budget.

SA Aggie Moms. Club Plan of Work June 20____ - May 20____			
1 Officer/Chairperson Name: Jane Smith	2 Position: Treasurer		
Responsibilities/Duties: Be responsible for all monies received, held, and dispersed 3			
4 Goal(s): To make sure each month the Club's account balances against bank statement			
5 Committee Members/Aggie Moms Board:			
Evaluation Process:			
Events/Goals	Date of Event	Items/Resources	Budget
Administrative Supplies	2020-2021	Stamps, envelopes, rubber bands, paper clips, etc.	\$ 75.00
	6		\$
7 Supplies/Resources Needed:			
TOTAL BUDGET			8 75.00

REMINDER FOR REIMBURSEMENT OF EVENT/GOAL EXPEDITURES:

- Reimbursement forms are to be filled out for all purchases or to have bills paid. (**No Cash Advances**)
- All receipts must be turned in to the Treasurer within 30-45 days of the purchase date.
- All reimbursements will be made after the reimbursement form and receipts are submitted. (**RECEIPTS REQUIRED**)
- Upon receiving, all bills need to be submitted within 7-10 days to the Treasurer.
- Because taxes cannot be reimbursed, use the tax-free form whenever possible.