

ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR _____

Name of Unit _____ IRS EI# _____

Council _____ District PTA _____

BALANCE ON HAND from previous year \$ _____

RECEIPTS

Administration

Savings account Interest \$ _____

Checking account interest \$ _____

Membership dues (unit portion only) \$ _____

Donations \$ _____

Membership dues, Totem (unit portion only) \$ _____

Donations, Totem \$ _____

Program Income (list total income gross individually) \$ _____

Fundraising Income (list total gross income individually) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

RECEIPTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____

Founder's Day Freewill Offering \$ _____

TOTAL \$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS (list Budget Categories)

Operating Expenses

Membership Envelopes \$ _____

Insurance Premium \$ _____

Newsletter and Publicity \$ _____

Council/district leadership workshops \$ _____

Convention (State/National PTA) \$ _____

Officer and chair expense reimbursement \$ _____

Past President's Pin \$ _____

Honorary Service Award \$ _____

State Charity Registration Renewal (RRF-1 filing fee) \$ _____

Electronic Payment Processing Fees \$ _____

Totem Donation Processing Fees \$ _____

Program Expenses

Programs and assemblies \$ _____

Reflections Program \$ _____

Family Engagement \$ _____

Emergency Preparedness \$ _____

Hospitality \$ _____

Fundraising

Carnival \$ _____

Book Fair \$ _____

Gift Wrap \$ _____

TOTAL \$ _____

DISBURSEMENTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita \$ _____

Founder's Day freewill offering \$ _____

TOTAL \$ _____

TOTAL DISBURSEMENTS \$ _____

BALANCE ON HAND \$ _____

Treasurer's Signature Date _____

(Sample only, please customize with the programs and fundraisers specific to your unit.)

Revised October, 2024