

sample annual report

Fiscal Year _____ Date prepared _____

Local PTA Name/Unit Code _____

City _____

IRS Number (FEIN) _____

Region and Council _____

actual receipts

Membership Dues (850 members at \$3.00—local portion only)	\$2,550
Fundraising (total gross income)	3,300
(or any means used for making money)	
Sponsorships	1,000
Balance Brought Forward from Previous Year	550
total receipts.....	\$7,400

actual expenditures

Leadership Development	\$1,200
Membership Promotion	530
Programs	850
Reflections	420
District/Council Conferences	300
State PTA and National PTA Conventions.....	500
Newsletter and Publicity	185
Bulletins/Our Children	200
Officers' Reimbursement (telephone, tolls, stamps, etc.)	180
Chair's Reimbursement (telephone, tolls, stamps, etc.)	150
Past President's Pin	40
Council Dues	50
Scholarship	200
Bonding/Liability Insurance	300
Supplies.....	150
Mailing Permit	60
Postage.....	375
total expenditures	\$5,690
Amount Remaining for Next Year	\$1,710

receipts not belonging to local PTA

State and National PTA Dues (850 members at \$4.00)	\$3,400
Founders Day Gift.....	50
TOTAL.....	\$3,450

disbursement of monies not belonging to local PTA

Dues sent to state PTA office (850 members @ \$4.00)	\$3,400
Founders Day Gift sent	50
total	\$3,450

(The annual report should be sent to the appropriate PTA office at the end of the fiscal year, if required.)

sample monthly treasurer's report

PTA

balance on hand: 1/31/20__\$2,750.01

Unit Code: _____

income.....	actual monthly	actual YTD	budget	variance
1. Local Membership Dues (50 @ \$6*).....	300.00	1,600.00	2,000.00	(400.00)
2. Investment (CD @ Bank on \$2,500)	8.33	83.33	100.00	(16.67)
3. Donations from PTA Parents	1,000.00	1,000.00	—	1,000.00
4. Fundraising Projects				
Carnival	50.00	1,700.00	1,500.00	200.00
Book Sale.....	100.00	456.14	600.00	(143.86)
5. Corporate Sponsorship	0.00	1,000.00	1,000.00	—
total income	\$1,458.33	\$5,839.47	\$5,200.00	\$639.47

expenses

1. Administration				
Supplies	25.00	155.00	200.00	45.00
Past President's Pin	25.00	25.00	50.00	25.00
Printing	0.00	100.00	100.00	—
Mailing Permit/Postage	15.00	700.00	750.00	50.00
Insurance	0.00	255.00	255.00	—
2. Leadership Education				
Council Conferences	10.00	170.00	200.00	30.00
State PTA Convention/ National PTA Convention	0.00	445.00	500.00	55.00
3. Committees				
Membership	20.00	205.00	300.00	95.00
Programs	20.00	276.18	300.00	23.82
4. Volunteer Recognition				
Awards (3).....	0.00	0.00	50.00	50.00
Special Appreciation Awards	0.00	0.00	50.00	50.00
5. Projects				
Carnival	0.00	251.63	300.00	48.37
Book Sale.....	0.00	125.00	200.00	75.00
Reflections	0.00	185.00	245.00	60.00
Parent Involvement	0.00	356.00	300.00	(56.00)
Student Enrichment Grants	0.00	275.00	300.00	25.00
Self-Esteem Program	0.00	179.00	190.00	11.00
Reading Scholarships	0.00	185.00	200.00	15.00
total expenses	\$155.00	\$4,278.81	\$5,040.00	\$767.19
balance on hand: 2/28/20__ ..	\$4,203.34			

(State and national portions of dues collected and remitted to state: \$200.00. Founders Day donations: \$300.)

*Our annual membership fee is \$10.00.

State	50 @ 1.75	=	87.50
National	50 @ 2.25	=	112.50
Total			\$200.00

Submitted by _____, Treasurer

sample budget

_____ PTA
fiscal year _____

anticipated revenue based on 800 members

receipts

Membership Dues (800 Members at \$3.00—local portion only)	\$2,400
Fundraising (or any means used for making money)	
Fall Festival	2,600
Local Corporate Sponsors.....	950
Balance Brought Forward from Previous Year	550
total receipts	\$6,500

expenditures

Leadership Development	\$1,500
Membership Promotion	700
Programs	1,000
Reflections	500
District/Council Conferences.....	300
State PTA and National PTA Conventions.....	500
Newsletter and Publicity	200
Bulletins/Our Children.....	200
Officers' Reimbursement (telephone, tolls, stamps, etc.)	200
Chair's Reimbursement (telephone, tolls, stamps, etc.).....	150
Past President's Pin	40
Council Dues.....	50
Scholarship.....	200
Bonding/Liability Insurance	300
Supplies	200
Mailing Permit	60
Postage	400
total expenditures	\$6,500

(Leave a balance of sufficient funds to get the new PTA year off to a good start. Monies will be needed for workshops, state conventions, etc.)

total..... \$6,500

Adopted by Association _____ (date)