



everychild.one voice.

ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR _____

Name of Unit _____ IRS EI # _____

Council _____ District PTA _____

BALANCE ON HAND from previous year \$ _____

RECEIPTS

- Savings account interest \$ _____
 - Checking account interest \$ _____
 - Membership dues (unit portion only) \$ _____
 - Fundraising (list total gross income individually)
 - xxx \$ _____
 - xxx \$ _____
 - Donations \$ _____
- TOTAL** \$ _____

RECEIPTS NOT BELONGING TO UNIT

- Council, district, state, and National PTA membership per capita \$ _____
 - Founders 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) \$ _____
- Officers' and chairmen's reimbursement \$ _____
- Past president's pin \$ _____
- Honorary Service Award \$ _____

Program expenses

- Programs and assemblies \$ _____
- Reflections Program \$ _____
- Parent Involvement \$ _____
- Emergency preparedness \$ _____
- Hospitality \$ _____

Fundraising

- Carnival \$ _____
 - Book fair \$ _____
 - Gift wrap \$ _____
- TOTAL** \$ _____

DISBURSEMENTS NOT BELONGING TO UNIT

- Council, district, state, and National PTA membership per capita \$ _____
 - Founders Day freewill offering \$ _____
- TOTAL** \$ _____
- TOTAL DISBURSEMENTS** \$ _____

BALANCE ON HAND \$ _____

Signature _____ Date _____