

FINANCIAL SECRETARY'S REPORT

_____ PTA
 November 14, 2006 – December 14, 2006

A monthly report must reflect the duties of a financial secretary as assigned in the bylaws and should include:

RECEIPTS

(Listing of monies received and given to treasurer to deposit.)

11/13	Carnival	\$ 1450.00
11/17	Membership Dues, (150 @ \$9)	1350.00
11/21	Book Fair	349.50
12/05	Gift Wrap	5000.00
12/10	Founders Day Freewill Offering	<u>213.00</u>
	TOTAL	\$ 8362.50

DEPOSITS

(Listing of monies deposited — a duplicate copy of deposit slip is given to treasurer.)

11/14	Carnival	\$ 1450.00
11/18	Membership Dues, (150 @ \$9)	1350.00
11/22	Book Fair	349.50
12/06	Gift Wrap	5000.00
12/11	Founders Day Freewill Offering	<u>213.00</u>
	TOTAL	\$ 8362.50

PAYMENT AUTHORIZATIONS

(Listing of authorizations written and forwarded for authorized signatures.)

# 54	VOID	
# 55	Cajon Council, insurance premium	\$ 195.00
# 56	Mary Smith, Carnival expenses	55.00
# 57	Patty Harper, hospitality	7.49
# 58	Book Fair Company	120.00
# 59	Cajon Council, convention/2 delegates	260.00
# 60	Susan Bird, office supplies	15.29
# 61	Beverly Anderson, postage	<u>3.70</u>
	TOTAL	\$ 656.48

Note: A Payment Authorization is not needed for payment of membership or freewill offering (funds not belonging to unit)

 Financial Secretary Signature

 Date