



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	\$ _____

Unallocated Reserves

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 _____