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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 _____