

Sample Financial Report

Terrific PTA

Financial Report September 20, 20__ to December 10, 20__

	Selected Period	Year to Date	Budget
Cash Balance Forward	\$2,701.76	\$3,000.00	\$3,000.00
Receipts			
Membership: Local Dues	\$858.00	\$1,100.00	\$1,375.00
Donations	\$75.00	\$200.00	\$250.00
Fundraiser: Fall Festival	\$4,059.00	\$4,059.00	\$4,000.00
Fundraiser: Jean Bucks	\$0.00	\$650.00	\$1,000.00
Fundraiser: Recycling	\$0.00	\$200.00	\$300.00
Fundraiser: School Supplies	\$0.00	\$7,986.00	\$8,000.00
Fundraiser: T-Shirts	\$1,460.00	\$1,855.00	\$2,000.00
Total Receipts	\$6,452.00	\$16,050.00	\$16,925.00
Expenses			
Bank Fees	\$12.00	\$15.50	\$70.00
Clothes Closet Donation	\$100.00	\$100.00	\$100.00
Council Dues	\$75.00	\$75.00	\$75.00
Credit Card Fees	\$33.22	\$56.32	\$80.00
Fundraiser: Fall Festival	\$996.32	\$996.32	\$1,000.00
Fundraiser: Jean Bucks	\$13.00	\$35.00	\$50.00
Fundraiser: School Supplies	\$0.00	\$5,986.25	\$6,000.00
Fundraiser: T-Shirts	\$1,678.00	\$1,678.00	\$1,800.00
Hospitality (PTA Meetings)	\$26.51	\$58.99	\$200.00
Insurance	\$0.00	\$400.00	\$400.00
Leadership Training	\$0.00	\$1,169.88	\$1,200.00
Legislative Action (Rally Day)	\$0.00	\$0.00	\$400.00
Life Membership	\$0.00	\$0.00	\$125.00
Membership Promotion	\$26.51	\$52.33	\$150.00
Newsletter	\$50.00	\$150.00	\$700.00
Parent Education	\$0.00	\$36.00	\$100.00
PTA Administration	\$16.78	\$55.69	\$150.00
Reflections Awards	\$0.00	\$0.00	\$300.00
Scholarships	\$500.00	\$500.00	\$500.00
Student Programs	\$750.00	\$750.00	\$2,500.00
Teacher Appreciation	\$87.69	\$255.99	\$900.00
Website	\$0.00	\$125.00	\$125.00
Total Expenses	\$4,365.03	\$12,496.27	\$16,925.00
Net Receipts	\$2,086.97	\$3,553.73	\$0.00
Cash Balance	\$4,788.73	\$6,553.73	
Change to Liability Acct: Sales Tax Payable	\$1.07	-\$174.19	
Change to Liability Acct: State & Natl Dues	-\$868.50	\$27.00	
Adjusted Cash Balance	\$3,921.30	\$6,406.54	

* This is a sample report. The PTA's financial report may look different depending on the PTA's financial tracking system.