
ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR _____

Name of Unit _____ IRS EI# _____

Council _____ District PTA _____

BALANCE ON HAND from previous year \$ _____

RECEIPTS
Administration

Savings account Interest	\$ _____
Checking account interest	\$ _____
Membership dues (unit portion only)	\$ _____
Donations	\$ _____
Membership dues, Totem (unit portion only)	\$ _____
Donations, Totem	\$ _____
Program Income (list total income gross individually)	\$ _____
Fundraising Income (list total gross income individually) _____ _____	\$ _____ \$ _____
	TOTAL \$ _____

RECEIPTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita	\$ _____
Founder's 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)	\$ _____
Officer and chair expense reimbursement	\$ _____
Past President's Pin	\$ _____
Honorary Service Award	\$ _____
State Charity Registration Renewal (RRF-1 filing fee)	\$ _____
Electronic Payment Processing Fees	\$ _____
Totem Donation Processing Fees	\$ _____

Program Expenses

Programs and assemblies	\$ _____
Reflections Program	\$ _____
Family Engagement	\$ _____
Emergency Preparedness	\$ _____
Hospitality	\$ _____

Fundraising

Carnival	\$ _____
Book Fair	\$ _____
Gift Wrap	\$ _____
	TOTAL \$ _____

DISBURSEMENTS NOT BELONGING TO UNIT

Council, district, State and National PTA membership per capita	\$ _____
Founder's Day freewill offering	\$ _____
	TOTAL \$ _____
	TOTAL DISBURSEMENTS \$ _____

BALANCE ON HAND

Date _____

Treasurer's Signature _____

(Sample only, please customize with the programs and fundraisers specific to your unit.)

Revised October, 2024