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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 \$ \_\_\_\_\_

**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 \_\_\_\_\_