

ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR _____

Name of Unit _____ IRS EIN # _____

Council _____ PTA Region _____

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 \$ _____

xxx \$ _____

TOTAL \$ _____

Miscellaneous

xxx \$ _____

\$ _____

TOTAL \$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS (List Budget Categories)

Operating expenses

Insurance Premium \$ _____

Convention (State & National) \$ _____

xxx \$ _____

xxx \$ _____

xxx \$ _____

xxx \$ _____

xxx \$ _____

xxx \$ _____

Program expenses

Programs and assemblies \$ _____

Reflections Program \$ _____

Family Engagement \$ _____

Hospitality \$ _____

Fundraising

Carnival \$ _____

Book fair \$ _____

xxx \$ _____

xxx \$ _____

TOTAL \$ _____

Miscellaneous

xxx \$ _____

xxx \$ _____

TOTAL \$ _____

TOTAL DISBURSEMENTS \$ _____

BALANCE ON HAND \$ _____

Signature _____ Date _____