

## 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	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**RECEIPTS NOT BELONGING TO UNIT**

Council, district, state, and National PTA membership per capita	\$ _____
Founders Day freewill offering	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>
<b>TOTAL RECEIPTS</b>	<b>\$ _____</b>

**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	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ _____</b>

**BALANCE ON HAND**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_