

# SAMPLE PTA TREASURER'S REPORT



The treasurer should give a written report at every executive board and general membership meeting and provide an annual report at the final general membership meeting of the year. The treasurer may be requested to present financial reports to the executive committee at other times.

Financial reports should include receipts and disbursements for a specific period of time, i.e. monthly, quarterly, or annually. As National and State portion of dues IS considered in a PTA unit's gross receipts, you may wish to separate the National and State dues portion from other receipts when giving your financial reports.

The treasurer reads the report, and the president asks for questions. After questions are answered either by the treasurer or the president, the report is filed for audit.

Only an audit can verify the accuracy of the financial reports, therefore, the reports are never approved at the meeting.

SAMPLE MONTHLY FINANCIAL REPORT  
ANYTOWN, PTA

Date		
Balance on Hand		\$ 410.00
Receipts:		
Local unit portion of dues, 26 members @ 1.00	\$ 26.00	
State and National dues 26 members @ 4.50	117.00	
Silent Auction	534.00	<u>677.00</u>
		\$ 1087.00
Disbursements:		
Administrative (Board expenses)	\$ 5.00	
Postage	10.00	
Cultural Arts (Reflections)	5.00	
Hospitality	10.00	
Newsletter	10.00	
Leadership (SOI)	15.00	
Council Dues	30.00	
Illinois PTA Scholarship	25.00	<u>\$ 110.00</u>
Receipts less Disbursements		\$ 977.00
State and National dues 26 @ \$4.50 to be remitted to Illinois		<u>\$-117.00</u>
PTA BALANCE ON HAND as of <date>		\$ 860.00
Jane Doe, Treasurer Filed for Audit <u>(insert date)</u>		

Copies to: President, secretary, budget and finance