

**ANY SCHOOL PTA/PTSA**  
**SAMPLE TREASURER'S REPORT**  
**February 20 \_\_\_\_\_**

**BALANCE ON HAND: 1/31/20\_\_\_\_\_ \$2,780.01**

<b>INCOME</b>	<b>Monthly</b>	<b>YTD</b>	<b>Budget</b>	<b>Variance</b>
Local Membership Dues (@ \$2.75)	300.00	1,100.00	962.50	137.50
Investment (CD @ Bank on \$2,500)	8.33	83.33	100.00	(16.67)
Donations from PTA parents	1,000.00	1,000.00	---	1,000.00
Fundraising Projects				
Carnival	50.00	1,700.00	1,500.00	200.00
Book Sale	100.00	456.14	600.00	(143.86)
<b>TOTAL INCOME:</b>	<b>\$1,458.33</b>	<b>\$4,339.47</b>	<b>\$3,162.50</b>	<b>\$1,176.97</b>
<b>EXPENSES.</b>				
Administration				
Supplies	25.00	155.00	200.00	45.00
Past Presidents Pin	25.00	25.00	50.00	25.00
Printing	0.00	100.00	100.00	---
Mailing Permit Postage	15.00	700.00	750.00	50.00
Liability Insurance	25.00	125.00	300.00	175.00
Bonding Insurance	25.00	75.00	150.00	75.00
Leadership Education				
District/Council Conferences	10.00	30.00	60.00	30.00
State Convention/Leadership	0.00	245.00	300.00	55.00
Publications/Brochures/ <i>Our Children</i>	40.00	110.00	200.00	90.00
Committees				
Membership	20.00	130.00	225.00	95.00
Programs	20.00	176.18	200.00	23.82
Volunteer Recognition				
Awards (3)	0.00	0.00	50.00	50.00
Special Appreciation Awards	0.00	0.00	50.00	50.00
Projects				
Carnival	0.00	251.63	300.00	48.37
Book Sale	0.00	125.00	200.00	75.00
Reflections	0.00	185.00	245.00	60.00
Parent Education	0.00	356.00	200.00	(156.00)
Student Enrichment Grants	0.00	275.00	300.00	25.00
Self-Esteem Program	0.00	179.00	190.00	11.00
Reading Scholarships	0.00	185.00	200.00	15.00
<b>TOTAL EXPENSES:</b>	<b>\$205.00</b>	<b>\$3,427.81</b>	<b>\$4,270.00</b>	<b>\$842.19</b>

**BALANCE ON HAND: 2/18/20\_\_\_\_\_ \$4,033.34**

Receipts not belonging to unit – State and National Dues (350 @ \$2.75)	\$962.50
Disbursement of funds not belonging to unit – State and National Dues (300 @ \$2.75)	<u>825.00</u>
Balance due to state PTA office	\$137.50

Submitted by \_\_\_\_\_, Treasurer