

TREASURER'S REPORT

The bylaws should provide that the treasurer report regularly to the association. This written report should indicate what period of the fiscal year the report covers, the date it was prepared, and by whom. The report should also include the all income and expenses for the period. The report **should not be adopted** but **filed** for annual financial review/audit in the treasurer's file. These reports should be referred to the auditor or auditing committee during the audit process.

SAMPLE TREASURER'S REPORT

Home Town PTA Treasurer's Report

BALNCE ON HAND: 1/31/20__	\$2,750.01		
INCOME	MONTHLY	YTD	BUDGET
Local Membership Dues	62.50	250.00*	300.00
Investment	8.33	83.33	100.00
Donations	1,000.00	0.0	1,000.00
Fundraising Projects			
Carnival	0.00	1,700.00	2,000.00
Book Sale	456.14	0.00	600.00
TOTAL INCOME	1,526.97	2,033.33	4,000.00
EXPENSES			
Administration			
Supplies	25.00	155.00	200.00
Past President's Pin	25.00	25.00	50.00
Printing	0.00	100.00	150.00
Mailing Permit/Postage	15.00	700.00	750.00
Liability Insurance	0.00	185.00	200.00
Bonding Insurance	0.00	90.00	100.00
Leadership Education			
Council Conferences	10.00	30.00	50.00
State PTA Convention	0.00	245.00	300.00
Publications	40.00	110.00	200.00
Committees			
Membership	20.00	80.00	100.00
Programs	20.00	176.18	500.00
Volunteer Recognition			
Awards	0.00	0.00	50.00
Special Appreciation Awards	0.00	0.00	50.00
Projects			
Carnival	0.00	251.63	300.00
Book Sale	14.89	0.00	100.00
Reflections	0.00	185.00	200.00
Parent Education	0.00	156.00	200.00
Student Enrichment Grants	0.00	175.00	200.00
Self-Esteem Program	0.00	79.00	100.00
Reading Scholarships	0.00	185.00	200.00
TOTAL EXPENSES	169.89	2,927.81	4,000.00
BALANCE ON HAND: 2/28/20__	\$4107.09		

* (200 membership @ \$5=\$1,000.00; 200 @ \$3.75 sent to state =\$750.00 so local total 200 @ \$1.25 =\$250.00)

Submitted by: _____, Treasurer

