

# sample annual report

Fiscal Year \_\_\_\_\_ Date prepared \_\_\_\_\_  
 Local PTA Name/Unit Code \_\_\_\_\_  
 City \_\_\_\_\_  
 IRS Number \_\_\_\_\_  
 Region and Council \_\_\_\_\_

## actual receipts

Membership Dues (850 members at \$3.00—local portion only)	\$2,550
Fundraising (total gross income) (or any means used for making money)	3,300
Sponsorships	1,000
Balance Brought Forward from Previous Year	550
<b>total receipts</b>	<b>\$7,400</b>

## actual expenditures

Leadership Development	\$1,200
Membership Promotion	530
Programs	850
Reflections	420
District/Council Conferences	300
State PTA and National PTA Conventions	500
Newsletter and Publicity	185
Bulletins/Our Children	200
Officers' Reimbursement (telephone, tolls, stamps, etc.)	180
Chair's Reimbursement (telephone, tolls, stamps, etc.)	150
Past President's Pin	40
Council Dues	50
Scholarship	200
Bonding/Liability Insurance	300
Supplies	150
Mailing Permit	60
Postage	375
<b>total expenditures</b>	<b>\$5,690</b>
Amount Remaining for Next Year	\$1,710

## receipts not belonging to local PTA

State and National PTA Dues (850 members at \$3.00)	\$2,550
Founders Day Gift	50
<b>TOTAL</b>	<b>\$2,600</b>

## disbursement of monies not belonging to local PTA

Dues sent to state PTA office	\$2,550
Founders Day Gift sent	50
<b>total</b>	<b>\$2,600</b>

(The annual report should be sent to the appropriate PTA office at the end of the fiscal year, if required.)