

sample monthly treasurer's report

PTA

balance on hand: 1/31/20__\$2,750.01

	actual monthly	actual YTD	budget	variance
income				
Local Membership Dues (@ \$6*).....	300.00	4,800.00	5,100.00	(300.00)
2. Investment (CD @ Bank on \$2,500)	8.33	83.33	100.00	(16.67)
3. Donations from PTA Parents	1,000.00	1,000.00	—	1,000.00
4. Fundraising Projects				
Carnival	50.00	1,700.00	1,500.00	200.00
Book Sale.....	100.00	456.14	600.00	(143.86)
Founders Day	200.00	300.00	300.00	—
5. Corporate Sponsorship	0.00	1,000.00	1,000.00	—
total income	\$1,658.33	\$9,339.47	\$8,600.00	\$739.47

expenses

1. Administration				
Supplies	25.00	155.00	200.00	45.00
Past President's 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
2. Leadership Education				
District/Council Conferences	10.00	170.00	200.00	30.00
State PTA Convention/ National PTA Convention	0.00	445.00	500.00	55.00
Publications/Brochures/ Our Children	40.00	310.00	400.00	90.00
3. Committees				
Membership	20.00	205.00	300.00	95.00
Programs	20.00	276.18	300.00	23.82
4. Volunteer Recognition				
Awards (3).....	0.00	0.00	50.00	50.00
Special Appreciation Awards	0.00	0.00	50.00	50.00
5. 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 Involvement	0.00	356.00	300.00	(56.00)
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
total expenses	\$205.00	\$4,142.81	\$5,085.00	\$942.19
balance on hand: 2/28/20__ ..	\$4,203.34			

(State and national portions of dues collected and remitted to state: \$4,000. Founders Day donations: \$300.)

*We have 800 members and our annual membership fee is \$11.00.

National	1.75 @ 800	=	1,400.00
State	3.25 @ 800	=	2,600.00
Local	6.00 @ 800	=	4,800.00
Totals	\$11.00		\$8,800.00

Submitted by _____, Treasurer