

Sample Annual Report

Fiscal Year _____ Date Prepared _____

Local PTA Name _____

City _____

IRS Number _____

District and Council _____

ACTUAL RECEIPTS

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

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
TOTAL EXPENDITURES.....	\$5,690
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
TOTAL.....	\$2,600

DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA

Dues sent to state PTA office	\$2,550
Founders Day Gift sent	50
TOTAL.....	\$2,600