

Sample Annual Report:

Fiscal Year: _____ **Data Prepared:** _____
Local PTA Name: _____
City: _____
IRS Number: _____
District & Council: _____

ACTUAL RECEIPTS

Membership Dues (850 Members at \$3.00 - Local Portion Only)	\$ 2,550.00	
Fundraising (total gross income) (or any means used for making money)	\$ 3,300.00	
Sponsorships	\$ 1,000.00	
Balance Brought Forward from Previous Year	\$ 550.00	
TOTAL RECEIPTS		<u>\$ 7,400.00</u>

ACTUAL EXPENDITURES

Leadership Development	\$ 1,200.00	
Membership Promotion	\$ 530.00	
Programs	\$ 850.00	
Reflections	\$ 420.00	
District / Council Conferences	\$ 300.00	
State PTA & National PTA Conventions	\$ 500.00	
Newsletter & Publicity	\$ 185.00	
Bulletins / Our Children	\$ 200.00	
Officers' Reimbursement (telephone, tolls, stamps, etc.)	\$ 180.00	
Chair's Reimbursement (telephone, tolls, stamps, etc.)	\$ 150.00	
Past President's Pin	\$ 40.00	
Council Dues	\$ 50.00	
Scholarship	\$ 200.00	
Bonding / Liability Insurance	\$ 300.00	
Supplies	\$ 150.00	
Mailing Permit	\$ 60.00	
Postage	\$ 375.00	
TOTAL EXPENDITURES		<u>\$ 5,690.00</u>

Amount Remaining for Next Year: **\$ 1,710.00**

RECEIPTS NOT BELONGING TO LOCAL PT.

State & National PTA Dues (850 members at \$3)	\$ 2,550.00	
Founders Day Gifts	\$ 50.00	
TOTAL		<u>\$ 2,600.00</u>

DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA

Dues sent to State PTA office:	\$ 2,550.00	
Founders Day Gifts sent	\$ 50.00	
TOTAL		<u>\$ 2,600.00</u>

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