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# ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR \_\_\_\_\_

Name of Unit \_\_\_\_\_ IRS EI # \_\_\_\_\_  
Council \_\_\_\_\_ District PTA \_\_\_\_\_

**BALANCE ON HAND** from previous year \$ \_\_\_\_\_

**RECEIPTS**

- Savings account interest \$ \_\_\_\_\_
- Checking account interest \$ \_\_\_\_\_
- Membership dues (unit portion only) \$ \_\_\_\_\_
- Fundraising (list total gross income individually)
  - xxx \$ \_\_\_\_\_
  - xxx \$ \_\_\_\_\_
- Donations \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**RECEIPTS NOT BELONGING TO UNIT**

- Council, district, state, and National PTA membership per capita \$ \_\_\_\_\_
- Founders Day freewill offering \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**TOTAL RECEIPTS** \$ \_\_\_\_\_

**DISBURSEMENTS** (List Budget Categories)

**Operating expenses**

- Membership envelopes \$ \_\_\_\_\_
- Insurance premium \$ \_\_\_\_\_
- Newsletter and publicity \$ \_\_\_\_\_
- Council/district leadership workshops \$ \_\_\_\_\_
- Convention (State/National PTA) \$ \_\_\_\_\_
- Officers' and chairmen's reimbursement \$ \_\_\_\_\_
- Past president's pin \$ \_\_\_\_\_
- Honorary Service Award \$ \_\_\_\_\_

**Program expenses**

- Programs and assemblies \$ \_\_\_\_\_
- Reflections Art Program \$ \_\_\_\_\_
- Family Engagement \$ \_\_\_\_\_
- Emergency preparedness \$ \_\_\_\_\_
- Hospitality \$ \_\_\_\_\_

**Fundraising**

- Carnival \$ \_\_\_\_\_
- Book fair \$ \_\_\_\_\_
- Gift wrap \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**DISBURSEMENTS NOT BELONGING TO UNIT**

- Council, district, state, and National PTA membership per capita \$ \_\_\_\_\_
- Founders Day freewill offering \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**TOTAL DISBURSEMENTS** \$ \_\_\_\_\_

**BALANCE ON HAND** \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fig. F-6 Annual Financial Report (Sample)