# ANNUAL FINANCIAL REPORT (SAMPLE)

**FISCAL YEAR __________**

<table>
<thead>
<tr>
<th>Name of Unit</th>
<th>IRS EIN #</th>
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<tbody>
<tr>
<td>Council</td>
<td>District PTA</td>
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**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  

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**Program expenses**  
- Programs and assemblies  
- Reflections 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** ____________ 

(Sample only, please customize with the programs and fundraisers specific to your unit.)

*Revised July 2022*