

FINANCIAL SECRETARY'S REPORT (SAMPLE)

_____ PTA
 November 14, 2010 – December 14, 2010

A monthly report must reflect the duties of a financial secretary as assigned in the bylaws and should include:

RECEIPTS

(Listing of monies received and given to treasurer to deposit.)

11/13	Carnival	\$ 1,450.00
11/17	Membership dues (150 @ \$9)	1,350.00
11/21	Book fair	349.50
12/05	Gift wrap	5,000.00
12/10	Founders Day freewill offering	<u>213.00</u>
	TOTAL	\$ 8,362.50

DEPOSITS

(Listing of monies deposited — a duplicate copy of deposit slip is given to treasurer.)

11/14	Carnival	\$ 1,450.00
11/18	Membership dues (150 @ \$9)	1,350.00
11/22	Book fair	349.50
12/06	Gift wrap	5,000.00
12/11	Founders Day freewill offering	<u>213.00</u>
	TOTAL	\$ 8,362.50

Financial Secretary Signature

Date