

BUDGET (SAMPLE)
FISCAL YEAR _____

Name of Unit: _____ Adopted On: _____
Council: _____ District PTA: _____

	BUDGETED	RELEASED
BALANCE FORWARD from previous year	\$ _____	\$ _____
RECEIPTS (Income)		
Interest Income	\$ _____	\$ _____
Membership Dues		
From Totem	\$ _____	\$ _____
From All Other Sources (unit portion only)	\$ _____	\$ _____
Donations	\$ _____	\$ _____
Fundraisers		
Book Fair	\$ _____	\$ _____
Read-A-Thon	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
RECEIPTS NOT BELONGING TO UNIT		
Council, District, State, & National PTA membership per capita	\$ _____	\$ _____
Founders Day Freewill Offerings	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
TOTAL RECEIPTS	\$ _____	\$ _____
DISBURSEMENTS (Expenses)		
Operating Expenses		
Donation Fees (Totem)	\$ _____	\$ _____
Membership Envelopes	\$ _____	\$ _____
Membership - Other Expenses	\$ _____	\$ _____
Insurance Premium	\$ _____	\$ _____
Communications	\$ _____	\$ _____
Council/District PTA Trainings/Workshops	\$ _____	\$ _____
Convention (State/National PTA)	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Past President's Pin	\$ _____	\$ _____
Honorary Service Awards	\$ _____	\$ _____
Program Expenses		
Assemblies	\$ _____	\$ _____
Reflections	\$ _____	\$ _____
Family Engagement	\$ _____	\$ _____
Movie Night	\$ _____	\$ _____
Hospitality (not to exceed 5% of budgeted expenses)		
PTA Meetings/Events	\$ _____	\$ _____
Staff Appreciation	\$ _____	\$ _____
Fundraising		
Book fair	\$ _____	\$ _____
Read-A-Thon	\$ _____	\$ _____
Carry-Over to Next Year	\$ _____	\$ _____
Unallocated Reserves	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
DISBURSEMENTS NOT BELONGING TO UNIT		
Council, District, State, & National PTA membership per capita	\$ _____	\$ _____
Founders Day Freewill Offerings	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
TOTAL DISBURSEMENTS	\$ _____	\$ _____
BALANCE ON HAND	\$ _____	\$ _____

Treasurer's Signature _____
Date

ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR _____

Name of Unit: _____

Council: _____ District PTA: _____

	BUDGET	ACTUALS
BALANCE FORWARD from previous year	\$ _____	\$ _____
RECEIPTS (Income)		
Interest Income	\$ _____	\$ _____
Membership Dues		
From Totem	\$ _____	\$ _____
From All Other Sources (unit portion only)	\$ _____	\$ _____
Donations	\$ _____	\$ _____
Fundraisers		
Book Fair	\$ _____	\$ _____
Read-A-Thon	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
RECEIPTS NOT BELONGING TO UNIT		
Council, District, State, & National PTA membership per capita	\$ _____	\$ _____
Founders Day Freewill Offerings	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
TOTAL RECEIPTS	\$ _____	\$ _____
DISBURSEMENTS (Expenses)		
Operating Expenses		
Donation Fees (Totem)	\$ _____	\$ _____
Membership Envelopes	\$ _____	\$ _____
Membership - Other Expenses	\$ _____	\$ _____
Insurance Premium	\$ _____	\$ _____
Communications	\$ _____	\$ _____
Council/District PTA Trainings/Workshops	\$ _____	\$ _____
Convention (State/National PTA)	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Past President's Pin	\$ _____	\$ _____
Honorary Service Awards	\$ _____	\$ _____
Program Expenses		
Assemblies	\$ _____	\$ _____
Reflections	\$ _____	\$ _____
Family Engagement	\$ _____	\$ _____
Movie Night	\$ _____	\$ _____
Hospitality (not to exceed 5% of budgeted expenses)		
PTA Meetings/Events	\$ _____	\$ _____
Staff Appreciation	\$ _____	\$ _____
Fundraising		
Book fair	\$ _____	\$ _____
Read-A-Thon	\$ _____	\$ _____
Carry-Over to Next Year	\$ _____	\$ _____
Unallocated Reserves	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
DISBURSEMENTS NOT BELONGING TO UNIT		
Council, District, State, & National PTA membership per capita	\$ _____	\$ _____
Founders Day Freewill Offerings	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
TOTAL DISBURSEMENTS	\$ _____	\$ _____
BALANCE ON HAND	\$ _____	\$ _____

Treasurer's Signature

Date