# ANNUAL FINANCIAL REPORT (SAMPLE)

**FISCAL YEAR __________**

<table>
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<tr>
<th>Name of Unit</th>
<th>IRS EI #</th>
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<th>Council</th>
<th>District PTA</th>
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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 $ ________________

**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 ________________