

# SAMPLE SCHOOL PTA MONTHLY TREASURER REPORT

REPORT DATE: MONTH DD, YYYY

**STARTING BALANCE ON HAND**

**\$0**

**INCOME**

TYPE	BUDGET LINE ITEM	ACTUAL CURRENT MONTH	ACTUAL YEAR TO DATE	APPROVED BUDGET	+/- VARIANCE
PTA Admin	Membership Dues				\$ -
Business Donation	Box Tops		\$ -	\$ -	\$ -
Business Donation	Corporate Sponsorship				\$ -
Business Donation	Pizza/ Restaurant Cards				\$ -
Business Donation	Spirit Nights @ Businesses				\$ -
Business Donation	Store Rewards (Giant, Harris T, Amazon)				\$ -
Personal Donation	Direct Donation (Paper or E check)				\$ -
Fundraiser	After School Classes/Activities				\$ -
Fundraiser	Bingo				\$ -
Fundraiser	Pancake Meal				\$ -
Fundraiser	Carnival				\$ -
Fundraiser	Auction				\$ -
Fundraiser	Logo Items				\$ -
Fundraiser	Spirit Wear				\$ -
<b>SUBTOTAL INCOME</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**EXPENSES**

Classroom Supplies	Communication Folder & Agendas	\$ -			\$ -
Classroom Supplies	Teacher-Staff Supplies				\$ -
Classroom Supplies	Technology / Equipment				\$ -
Instructional Support	Assemblies				\$ -
Instructional Support	Books (Guided Reading & Library)				\$ -
Instructional Support	DARE (5th Grade Program shirts)				\$ -
Instructional Support	Field Trips				\$ -
Instructional Support	Movie License				\$ -
Instructional Support	Outdoor Classrooms/School Garden				\$ -
Instructional Support	PBIS Recognition				\$ -
Instructional Support	Software/Apps				\$ -
Instructional Support	Teacher Professional Development				\$ -
School Improvement	Beautification - Indoor				\$ -
School Improvement	Beautification - Outdoor Maint.				\$ -
School Improvement	Playground Areas-Equipment				\$ -
Community Support	Community Family Support				\$ -
Community Support	Scholarship or Grants				\$ -
Community Support	School Service Projects				\$ -
Family Engagement	Back to School Event				\$ -
Family Engagement	Family Breakfast				\$ -
Family Engagement	Family Movie Night				\$ -
Family Engagement	Family Reading Night				\$ -
Family Engagement	Family STEM Night				\$ -
Family Engagement	Fifth Grade Promotion Activities				\$ -
Family Engagement	Reflections Award Celebration				\$ -
Family Engagement	Traditional School Spirit Event				\$ -
Family Engagement	WATCH DOGS				\$ -
Thanks	Appreciation Events/ Teacher Gift				\$ -
PTA Admin	Membership Dues				\$ -
PTA Admin	Liability & Bond Insurance				\$ -
PTA Admin	LEAP Dues				\$ -
PTA Admin	Meeting Hospitality & Sitter				\$ -
PTA Admin	PTA Management Tools				\$ -
PTA Admin	Officer Conference and Training				\$ -
PTA Admin	Operating Expense				\$ -
PTA Admin	Paypal - Credit Card Fees				\$ -
PTA Admin	Tax Preparation				\$ -
					\$ -
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Fundraiser	Carnival				\$ -
Fundraiser	Auction				\$ -
Fundraiser	Logo Items				\$ -
Fundraiser	Spirit Wear				\$ -
<b>SUBTOTAL EXPENSES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**ENDING BALANCE ON HAND**

**\$**

