

SAMPLE SCHOOL PTA MONTHLY TREASURER'S REPORT

MONTH DD, YYYY

DID WE MEET OUR GOAL?	EXPENSE	INCOME
BUDGET		
ACTUAL		
DIFFERENCE	\$0	\$0

MEMBERSHIP	DUES	AMOUNT	MEMBERSHIP DATA
Dues Collected	\$5	\$0	Total Students 0
Dues pd to VA PTA	\$1	\$0	Total Families 0
Dues pd to Nat'l PTA	\$2.75	\$0	TOTAL PTA MEMBERS 0
DUES KEPT FOR SAMPLE PTA		\$0	(Includes Teachers)

MONTHLY PTA CHECKING ACCOUNT RECONCILIATION												
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
STARTING CHECK REGISTER BALANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
+ INCOME (from Check Register)												
- EXPENSES (from Check Register)												
= MONTH END BALANCE ON HAND (in Check Register)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
+ UNCLEARED TRANSACTIONS												
= RECONCILED ACCOUNT BALANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACTUAL STATEMENT BALANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BALANCED? (YES/NO)												

ATTACHED TO THIS REPORT IS:

- 1) Budget Report with line item details for all income and expenses this month
- 2) Copy of Bank Statement
- 3) Copy of Paypal/Credit Card Statement
- 4) List of All Uncleared Transactions