

**Annual PA/PTA Financial Report**

MUST BE FILED WITH THE PRINCIPAL BY JUNE 30th

**School Name:** **District or Borough:**

|  |  |  |
| --- | --- | --- |
| **INCOME** | | |
| **Income Source** | | **Amount** |
| Beginning Balance as of 7/1/20 | | $ |
| Membership Dues | | $ |
| List below all other sources of income. List each fundraising activity separately. Include all gifts and contributions received. [[1]](#footnote-1) Amounts listed must be gross receipts, not profits. | | |
|  | *e.g., Candy Sale, Picture Sale, Flower Sale, Green Market, etc.* |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | | Total Income for the period  $ |

|  |  |
| --- | --- |
| **EXPENSES** | |
| **Expenses[[2]](#footnote-2)** – Itemize each expense incurred during the period on a separate line. A single fundraising activity may involve more than one expense. Include PA/PTA donations to the school and identify the purpose for all donations.[[3]](#footnote-3)  for each donation.[[4]](#footnote-4) | **Amount** |
| *e.g., Payment to ABC Photography for picture sale services, postage for PA/PTA mailings, PA/PTA literature printing costs, etc.* |  |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | Total Expenses for the period  $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUND BALANCE AS OF 6/30/20** | | | | |
| Total Income (including Beginning Balance) – Total Expenses = Fund Balance | | | | |
| Total Income from Page 1:  $ | **-** | Total Expenses from Page 2:  $ | **=** | **Fund Balance:**  $ |

|  |  |
| --- | --- |
| **Date Annual Financial Report was distributed to Members:** | |
| **Date Annual Financial Report was distributed to the Principal:** | |
|  | |
| Prepared By (print): | |
| President Signature: | Date: |
| Treasurer Signature: | Date: |

1. Attach a page containing additional lines, if needed to account for all sources of income. [↑](#footnote-ref-1)
2. Expenses are any payments for goods or services provided to a vendor, store, business, etc., including reimbursements to members following the submission of receipts for out of pocket expenses. [↑](#footnote-ref-2)
3. Attach a page containing additional lines, if needed to account for all expenses. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)