

Sample Monthly Treasurer's Report

Your Local PTA's Name Here

Balance on Hanc 3/31/20XX		\$2,750.01			
ACTUAL RECEIPTS		Actual Monthly	Actual YTD*	Budgeted	Variance
Local Membership Dues		300	4,800.00	5,100.00	-300
Bank Interest		8.33	83.33	100	-16.67
Donations		1,000.00	1,000.00	-	1,000.00
Fundraising Projects:					
<i>Carnival</i>		50	1,700.00	1,500.00	200
<i>Book sale</i>		100	456.14	600	-143.86
<i>Founders' Day</i>		200	300	300	-
Community Sponsorship & Grants		-	1,000.00	1,000.00	-
Other Income		-	50	50	-
TOTAL RECEIPTS		\$1,658.33	\$9,389.47	\$8,650.00	\$739.47 **
ACTUAL EXPENDITURES					
Administration					
<i>Supplies</i>		25	155	200	45
<i>Past President's Pin</i>		25	25	50	25
<i>Printing</i>		-	100	100	-
<i>Mailing Permit/ Postage</i>		15	700	750	50
<i>Liability Insurance</i>		25	125	300	175
<i>Bonding Insurance</i>		25	75	150	75
Leadership Education					
<i>District/Council Conferences</i>		10	170	200	30
<i>State PTA Convention/National P1 -</i>			445	500	55
<i>Publications/Brochures/Our Child.</i>		40	310	400	90
Committees					
<i>Membership</i>		20	205	300	95
<i>Programs</i>		20	276.18	300	23.82
Volunteers					
<i>Award(3)</i>		-	-	50	50
<i>Special Appreciation Awards</i>		-	-	50	50
Projects					
<i>Carnival</i>		-	251.63	300	48.37
<i>Book Sale</i>		-	125	200	75
<i>Reflections</i>		-	185	245	60
<i>Parent Involvement</i>		-	356	300	-56
<i>Student Enrichment Grants</i>		-	275	300	25
<i>Self-Esteem Programs</i>		-	179	190	11
<i>Reading Scholarships</i>		-	185	200	15
TOTAL EXPENDITURES		\$205.00	\$4,142.81	\$5,085.00	\$942.19 ***
TOTAL VARIANCE					\$1,681.66
Balance on Hanc 4/30/20XX		\$4,203.34			
State and National portions of dues collected and		\$4,400.00			
Founders Day donations:		\$300.00			
Number of Members:		800			
Annual Membership Fee:		\$11.50			
	National Dues	\$2.25 @	800	1,800.00	
	State Dues	\$3.25 @	800	2,600.00	
	Local Dues	\$6.00 @	800	4,800.00	
	Total Dues	\$11.50 @	800	\$9,200.00	
Submitted By:					

*The 'Actual YTD' column does not pull any information from the 'Actual Monthly' column. Both 'Actual' columns will need to be physically entered and updated each month.

* ** If the total receipts variance is positive, then your PTA has earned more income than anticipated. If this variance is negative, the PTA did not meet its budgeted revenue.

*** If the total expenditures variance is positive, then your PTA spent less money than was initially anticipated. If this variance is negative, the PTA spent more money than was initially budgeted.