

TREASURER'S REPORT (SAMPLE)

PTA
November 14, 2006 – December 14, 2006

CHECKING ACCOUNT

BALANCE ON HAND 11/14/2006 **\$ 4250.00**

INCOME

| | | | |
|-------|--|----------------|----------------|
| 11/15 | DEP: Carnival | \$ 1450.00 | |
| 11/17 | DEP: Membership Dues, unit portion (150 @ \$5) | 750.00 | |
| 11/22 | DEP: Book Fair | 349.50 | |
| 12/05 | DEP: Gift Wrap | 5000.00 | |
| 12/10 | NSF check #1113 – Book Fair purchase | <u>(16.50)</u> | |
| | TOTAL | 7533.00 | 7533.00 |

FUNDS NOT BELONGING TO THE UNIT INCOME

| | | | |
|-------|---|---------------|---------------|
| 11/17 | DEP: Membership, 150 @ \$4.00 (council/district/State/National PTA) | \$600.00 | |
| 12/10 | DEP: Founders Day Freewill Offering | <u>213.00</u> | |
| | TOTAL | 813.00 | 813.00 |

TOTAL INCOME **\$12596.00**

EXPENSES

| | | | |
|-----------|---------------------------------------|----------------|----------------|
| Ck # 3150 | Cajon Council, insurance premium | \$ 195.00 | |
| Ck # 3151 | Mary Smith, Carnival expenses | 55.00 | |
| 12/10 | Bank fee, NSF Ck # 1113 | 10.00 | |
| Ck # 3153 | Patty Harper, hospitality | 7.49 | |
| Ck # 3154 | Book Fair Company | 120.00 | |
| Ck # 3155 | VOID | | |
| Ck # 3156 | Cajon Council, convention/2 delegates | 260.00 | |
| Ck # 3157 | Susan Bird, office supplies | 15.29 | |
| Ck # 3158 | VOID | 0.00 | |
| Ck # 3159 | Beverly Anderson, postage | 3.70 | |
| 12/13 | Transfer to Savings | <u>5000.00</u> | |
| | TOTAL | 5666.48 | 5666.48 |

FUNDS NOT BELONGING TO THE UNIT EXPENSES:

| | | | |
|-------|---|---------------|---------------|
| #3152 | Cajon Council, 150 members @ \$4.00 (council/district/State/National PTA) | \$600.00 | |
| #3160 | Cajon Council, Founders Day Freewill Offering | <u>213.00</u> | |
| | | 813.00 | 813.00 |

TOTAL EXPENSES **\$ 6479.48**

BALANCE ON HAND 12/14/2006 **\$ 6116.52**

SAVINGS ACCOUNT

BALANCE ON HAND 11/14/2006 **\$ 8649.55**

| | | | |
|-------|-----------------------------|-------------|--|
| 12/10 | DEP: Interest | 4.32 | |
| 12/13 | DEP: Transfer from Checking | 5000.00 | |
| | Withdrawals | <u>0.00</u> | |

BALANCE ON HAND 12/14/2006 **\$ 13653.87**

Signature _____ Date _____