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TREASURER'S REPORT (SAMPLE)

PTA
November 14, 2010 – December 14, 2010

CHECKING ACCOUNT

Starting Balance

BALANCE ON HAND 11/14/2010 **\$ 4,250.00**

INCOME

11/15	DEP: Carnival	\$ 1,450.00	
11/17	DEP: Membership dues, unit portion (150 @ \$5)	750.00	
11/22	DEP: Book fair	349.50	
12/05	DEP: Gift wrap	5,000.00	
12/10	NSF check #1113 – Book Fair purchase	(16.50)	
	TOTAL	7,533.00	7,533.00

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	213.00	
	TOTAL	813.00	813.00

TOTAL INCOME **\$12,596.00**

Total Deposits:

EXPENSES

Ck # 3150	AIM Insurance, 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	5,000.00	
	TOTAL	5,666.48	5,666.48

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	213.00	
		813.00	813.00

Total Expense:

TOTAL EXPENSES **\$ 6,479.48**

BALANCE ON HAND 12/14/2010 **\$ 6,116.52**

Repeat information above for all accounts reported

Ending Balance:

BALANCE ON HAND 11/14/2010 **\$ 8,649.55**

12/10	DEP: Interest	4.32	
12/13	DEP: Transfer from checking	5,000.00	
	Withdrawals	0.00	

BALANCE ON HAND 12/14/2010 **\$ 13,653.87**

Signature _____

Date _____