

**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>	
	<b>TOTAL</b>	<b>7533.00</b>	<b>7533.00</b>

**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>	
	<b>TOTAL</b>	<b>813.00</b>	<b>813.00</b>

**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>	
	<b>TOTAL</b>	<b>5666.48</b>	<b>5666.48</b>

**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>	
	<b>TOTAL</b>	<b>813.00</b>	<b>813.00</b>

**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 \_\_\_\_\_