

Sample PTA Budget Proposed Budget 20__ - 20__	
Current Balance Forward from 20__	\$7,059.00
<b>INCOME</b>	
Fundraiser	\$10,250.00
Membership dues	\$525.00
School t-shirts	\$200.00
Box Tops	\$600.00
Donations	\$1,000.00
Sales Tax	\$250.00
<b>TOTAL INCOME</b>	<b>\$19,884.00</b>
<b>EXPENDITURES</b>	
Community Involvement	
Teacher Appreciation Week	\$750.00
PTC Dinners	\$575.00
Volunteer Luncheons	\$100.00
Education	
Kindergarten Orientation	\$50.00
AR Program	\$950.00
Reading awards	\$1,000.00
Family Life	
Father-Son night	\$600.00
Mother-Daughter night	\$600.00
Fall Carnival	\$1,200.00
Grandparents Day	\$250.00
Health	
Maturation	\$200.00
Physical Fitness Awards	\$800.00
Health Fair	\$200.00
Safety	
Ribbon Weeks	\$800.00
DARE	\$250.00
General and Administrative	
Leadership Training	\$400.00
Valentine Treats	\$250.00
Bank Charges	\$120.00
Membership Drive	\$100.00
Supplies	\$450.00
<b>TOTAL EXPENDITURES</b>	<b>\$9,645.00</b>
<b>BALANCE TO MOVE FORWARD</b>	<b>\$10,239.00</b>

Masters - Board Files > Treasurer > General Forms > Sample Forms - All Originals.xlsx

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<b>TOTAL INCOME</b>	<b>\$19,884.00</b>
<b>EXPENDITURES</b>	
Community Involvement	\$1,425.00
Education	\$2,000.00
Family Life	\$2,650.00
Health	\$1,200.00
Safety	\$1,050.00
General and Administrative	\$1,320.00
<b>TOTAL EXPENDITURES</b>	<b>\$9,645.00</b>
<b>BALANCE TO MOVE FORWARD</b>	<b>\$10,239.00</b>

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**BOOK FAIRS**

Total Receipts	\$5,398.22		
Related Costs	<u>(\$3,024.78)</u>	\$2,373.44	
Membership Dues			
Total Receipts	\$25.00		
Remittance of council, state, and national portions	<u>(\$16.25)</u>	\$8.75	
Interest Income			
Other			
Contributions Received	\$25.00		
School T-Shirts			
Total Receipts	\$240.80		
Related Costs	<u>(\$166.48)</u>	\$74.32	\$99.32
TOTAL INCOME			\$2,943.34

**EXPENDITURES**

Community Involvement			
Spirit Week	\$22.32		
SEP Conferences - Dinners for teachers	<u>\$110.12</u>	\$132.44	
Education			
Accellerated Rader Awards	\$267.51		
Field Trips	\$987.50		
Science Programs/Equipment	<u>\$405.00</u>	\$1,660.01	
Health			
Maturation		\$177.70	
Individual Development			
Birthday Table		<u>\$54.47</u>	
TOTAL COMMISSIONS			\$2,024.62
General And Administrative			
Other (checks, film, postage, paper, etc.)			\$74.10
Sales Tax Paid			<u>\$55.51</u>
TOTAL EXPENDITURES			<u>\$2,154.23</u>
BALANCE AS OF MARCH 1, 2000			<u>\$19,693.17</u>
Checking Account Balance			\$4,162.31
Savings Account Balance			<u>\$15,530.86</u>
			<u>\$19,693.17</u>

Submitted by: \_\_\_\_\_, Treasurer

Date: April 20, 2022

BOOKFAIR INCOME	\$5,598.22	<u>\$5,598.22</u>
INTEREST INCOME	\$72.25	\$72.25
MEMBERSHIP		
Total Income	\$25.00	
State/National	-\$20.00	
Council	-\$0.50	<u>\$4.50</u>
<b>TOTAL INCOME</b>		<b>\$5,916.82</b>
<b>EXPENDITURES</b>		
COMMUNITY INVOLVEMENT		
Spirit Week	\$22.32	\$22.32
EDUCATION		
Reading Rewards	\$267.51	
Science Fair	\$522.10	\$789.61
HEALTH	\$50.00	\$50.00
INDIVIDUAL DEVELOPMENT	\$0.00	\$0.00
BOOKFAIR COSTS	\$3,624.78	\$3,624.78
GENERAL & ADMINISTRATIVE	\$74.10	\$74.10
SALES TAX PAID	\$55.10	<u>\$55.10</u>
<b>TOTAL EXPENDITURES</b>	<b>\$4,615.91</b>	<b>\$4,615.91</b>
<b>BALANCE AS OF FEBRUARY 28, 2013</b>		<b>\$18,205.00</b>
CHECKING	\$4,162.31	
<u>SAVINGS</u>	<u>\$13,970.44</u>	
	<b>\$18,132.75</b>	

SUBMITTED BY: \_\_\_\_\_, Treasurer  
Date: April 13, 2022

**Example Elementary PTA**  
**FINANCIAL STATEMENT**  
For the Period: July 1, 20\_\_ to March 31, 20\_\_

	<u>Annual Budget</u>	<u>Actual Year-To-Date</u>	<u>% of Budget</u>
<b>BEGINNING BALANCE</b>	<b>\$ 4,897</b>	<b>\$ 4,897</b>	
<b>INCOME</b>			
Membership Dues (Local Portion Only)	\$ 1,675	\$ 1,772	106%
Book Fairs (Net of Related Costs)	\$ 3,000	\$ 1,485	50%
Business Contributions	\$ 3,000	\$ 1,601	53%
Fundraisers (Net of Related Costs)	<u>\$ 8,000</u>	<u>\$ 7,898</u>	99%
<b>TOTAL INCOME</b>	<u><b>\$ 15,675</b></u>	<u><b>\$ 12,756</b></u>	
	<b>\$ 20,572</b>	<b>\$ 17,653</b>	
<b>EXPENDITURES</b>			
Community Involvement	\$ 1,325	\$ 898	
Education	\$ 2,000	\$ 1,854	
Family Life	\$ 2,500	\$ 1,289	
Health	\$ 1,200	\$ 1,304	
Individual Development	\$ 5,750	\$ 5,801	
Safety	\$ 650	\$ 647	
General & Administrative	<u>\$ 950</u>	<u>\$ 479</u>	
<b>TOTAL EXPENSES</b>	<u><b>\$ 14,375</b></u>	<u><b>\$ 12,272</b></u>	
<b>ENDING BALANCE</b>	<u><u><b>\$ 6,197</b></u></u>	<u><u><b>\$ 5,381</b></u></u>	

## Gross Receipts Test

2022-2023      \$ \_\_\_\_\_

2021-2022      \$ \_\_\_\_\_

2020-2021      \$ \_\_\_\_\_

Total:          \$ \_\_\_\_\_

Divide Total Amount by 3

Average:      \$ \_\_\_\_\_

Is the Average greater than \$50,000?

Then file **Form 990EZ**

Otherwise file Form 990N e-Postcard