

SAMPLE TREASURER'S REPORT

"Name of School" PTA/PTO, Booster, etc.
Monthly Treasurer's Report
For Month Ending August 31, 20XX

BEGINNING BALANCE (July 31, 20XX) \$ 2,500.00

REVENUE (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8/11/20XX	Dues Collected	\$ 250.00
8/21/20XX	T-Shirt Sales	\$ 43.00
8/27/20XX	Donation from Mrs. Jones	\$ 100.00
8/31/20XX	Interest Earned from Bank	\$ 1.15
TOTAL REVENUE		\$ 394.15

EXPENSES (Checks Written)

<u>Date</u>	<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
8/10/20XX	106	Albertson's	Welcome Back Lunch for Staff	\$ 101.00
8/17/20XX	107	T-Shirt Co.	T-Shirts for Sale	\$ 375.00
8/28/20XX	108	Home Depot	Bench for School	\$ 75.00
8/31/20XX		Wells Fargo	Bank Service Fee	\$ 10.00
TOTAL EXPENSES (Checks Written)				\$ 561.00

ENDING CASH BALANCE (August 31, 2013) \$ 2,333.15

Outstanding Checks (Haven't Cleared Bank)

<u>Check No.</u>	<u>Payable To</u>	<u>Amount</u>
107	T-Shirt Co.	\$ 375.00
108	Home Depot	\$ 75.00
TOTAL OUTSTANDING CHECKS		\$ 450.00

RECONCILED BANK BALANCE \$ 2,783.15

Copy of Bank Statement Attached