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### ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR 2022

Name of Unit John L Webster Elementary  
Council SMU PTA

IRS EI # 95-6204266  
District PTA 33

**BALANCE ON HAND** from previous year

\$ 220,589.75

**RECEIPTS**

Savings account interest \$ 10.50  
 Checking account interest \$ \_\_\_\_\_  
 Membership dues (unit portion only) \$ 493.50  
 Fundraising (list total gross income individually)  
 xxx \$ 100,594.57  
 xxx \$ \_\_\_\_\_  
 Donations \$ 118,728.56

TOTAL \$ 219,827.13

**RECEIPTS NOT BELONGING TO UNIT**

Council, district, state, and National PTA membership per capita \$ 0  
 Founders Day freewill offering \$ 0

TOTAL \$ \_\_\_\_\_

TOTAL RECEIPTS \$ 219,827.13

**DISBURSEMENTS** (List Budget Categories)

**Operating expenses**

Membership envelopes \$ \_\_\_\_\_  
 Insurance premium \$ 258.00  
 Newsletter and publicity \$ \_\_\_\_\_  
 Council/district leadership workshops \$ \_\_\_\_\_  
 Convention (State/National PTA) \$ \_\_\_\_\_  
 Officers' and chairmen's reimbursement \$ 14,609.65  
 Past president's pin \$ \_\_\_\_\_  
 Honorary Service Award \$ 349.26

**Program expenses**

Programs and assemblies \$ 131,178.89  
 Reflections Art Program \$ 99.10  
 Family Engagement \$ \_\_\_\_\_  
 Emergency preparedness \$ \_\_\_\_\_  
 Hospitality \$ \_\_\_\_\_

**Fundraising**

Carnival \$ 30,824.91  
 Book fair \$ \_\_\_\_\_  
 Gift wrap \$ \_\_\_\_\_

TOTAL \$ ~~177,570.71~~

177,220.71

**DISBURSEMENTS NOT BELONGING TO UNIT**

Council, district, state, and National PTA membership per capita \$ \_\_\_\_\_  
 Founders Day freewill offering Assessment \$ 350.00

TOTAL \$ 350.00

TOTAL DISBURSEMENTS \$ 177,570.71

**BALANCE ON HAND**

\$ 212,846.17

Signature \_\_\_\_\_

Date 9.23.22

Fig. F-6 Annual Financial Report (Sample)