

Outside School-Related Organization PTA/PTSA MONTHLY TREASURER'S REPORT

PTA/PTSA NAME _____ Date Prepared _____

School Name & No. _____

Bank Name _____ Federal ID # _____

Checking Account # _____

Date: _____ **BEGINNING CHECKING ACCOUNT BOOK BALANCE** \$ _____

RECEIPTS:	Description:	Amount:
	Donations	\$ _____
	Membership dues	\$ _____
	Fundraising	\$ _____
		\$ _____
Total Receipts		(+) \$ _____

DISBURSEMENTS:				
Check No:	Date:	Payable to:	Purpose:	Amount:
				\$ _____
				\$ _____
				\$ _____
				\$ _____
				\$ _____
				\$ _____
Total Disbursements				(-) \$ _____

Date: _____ **ENDING CHECKING ACCOUNT BOOK BALANCE** (=) \$ _____

RECONCILIATION SECTION		OUTSTANDING CHECKS	
Check No.:	Amount:		
	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____		
	\$ _____		
Total Outstanding checks		(+) \$ _____	
Total Outstanding deposits		(-) \$ _____	
RECONCILED CHECKING ACCOUNT TOTAL		(=) \$ _____	
This must match the ending bank balance.			
ENDING BANK STATEMENT BALANCE		\$ _____	

Bank Name/ Savings Account # _____
TOTAL SAVINGS ACCOUNT BALANCE \$ _____

Submitted By _____ Title _____
 Verified by bookkeeper _____ Date _____
 Principal _____ Date _____