

PTA/PTSA Monthly Treasurer's Report Instructions

Monthly Reports are exactly that, a report of the activities of your group during the month. Checks should be entered in the month they are written and deposits in the month they are made. **If the PTA/PTSA form is used, the report will match the bank statement; this is a bank reconciliation form.** This information in the first half of the form is from your checkbook, and that is why the balances are *book balances* and not *account balances*.

Top Section-Group information

Most of this information is very clear and can be obtained from the bank statement,

Federal ID # is also called an EIN number. This is issued by the IRS to each group, essentially is your unit's SSN. Guard this information. The Florida PTA Office maintains a list of these numbers.

Beginning Checking Account Book Balance

This should be the ending book balance from the previous month.

Receipts

All items that increase the checking account are listed here, that includes:

- Donations-money not gift cards
- Fundraisers
- Membership dues
- Adjustments to the account that increase the balance, such as changes in deposits or collected NSF checks (returned checks)
- Dividends or interest earned on the account

Multiple deposits for a single fundraiser can be lumped together to make one entry. Each entry in this section should be labeled to help you maintain a paper trail of the money.

Disbursements

All items that decrease the checking account are listed here, that includes:

- All checks written during the month are listed here by the date written with an explanation of who and what the check was for
- Voided checks should be listed to help maintain a paper trail; otherwise it looks like you have skipped a check
- Any adjustments to account that decreases the balance should be listed here, such as bank charges, NSF checks (returned checks) or any adjustments in deposits

Ending Checking Account Book Balance

Beginning Balance + Receipts – Disbursements = Ending Checking Account Book Balance

This will be the beginning book balance for the next month.

Reconciliation of Book Balance to Bank Balance

Ending Book Balance + ALL outstanding checks – ALL outstanding deposits = Bank Checking Account Balance

Listing the outstanding checks here helps the treasurer keep track of the outstanding checks, especially ones that are outstanding for long periods.

Total Savings Account Balance

Enter the savings account number and the current savings account balance from your bank statement.