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TREASURER'S REPORT (SAMPLE)

_____ PTA
November 14, 2003 – December 14, 2003

CHECKING ACCOUNT

BALANCE ON HAND 11/14/2003 \$ 4250.00

INCOME

11/15	DEP: Carnival	\$ 1450.00	
11/17	DEP: Membership Dues, unit portion (150 @ \$5)	750.00	
11/22	DEP: Book Fair	349.50	
12/05	DEP: Gift Wrap	5000.00	
12/10	NSF check #1113 – Book Fair purchase	<u>(16.50)</u>	
	TOTAL	7533.00	7533.00

FUNDS NOT BELONGING TO THE UNIT INCOME

11/17	DEP: Membership, 150 @ \$4.00 (council/district/State/National PTA)	\$ 600.00	
12/10	DEP: Founders Day Freewill Offering	<u>213.00</u>	
	TOTAL	813.00	<u>813.00</u>

TOTAL INCOME \$12596.00

EXPENSES

Ck # 3150	Cajon Council, insurance premium	\$ 195.00	
Ck # 3151	Mary Smith, Carnival expenses	55.00	
12/10	Bank fee, NSF Ck # 1113	10.00	
Ck # 3153	Patty Harper, hospitality	7.49	
Ck # 3154	Book Fair Company	120.00	
Ck # 3155	VOID		
Ck # 3156	Cajon Council, convention/2 delegates	260.00	
Ck # 3157	Susan Bird, office supplies	15.29	
Ck # 3158	VOID	0.00	
Ck # 3159	Beverly Anderson, postage	3.70	
12/13	Transfer to Savings	<u>5000.00</u>	
	TOTAL	5666.48	5666.48

FUNDS NOT BELONGING TO THE UNIT EXPENSES:

#3152	Cajon Council, 150 members @ \$4.00 (council/district/State/National PTA)	\$ 600.00	
#3160	Cajon Council, Founders Day Freewill Offering	<u>213.00</u>	
		813.00	<u>813.00</u>

TOTAL EXPENSES \$ 6479.48

BALANCE ON HAND 12/14/2003 \$ 6116.52

SAVINGS ACCOUNT

BALANCE ON HAND 11/14/2003 \$ 8649.55

12/10	DEP: Interest	4.32	
12/13	DEP: Transfer from Checking	5000.00	
	Withdrawals		<u>0.00</u>

BALANCE ON HAND 12/14/2003 \$ 13653.87

Signature _____

Date _____