

SAMPLE TREASURERS FINANCIAL REPORT

Name of PTSO
Monthly Treasurers Report
For Month Ending August 31, 2006

BEGINNING BALANCE (July 30, 2006) \$2,500.00

INCOME (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8/12/06	Membership Dues Collected	\$250.00
8/21/06	T-Shirt Sales	430.00
8/27/06	Donation from Mrs. Jones	1,000.00
8/31/06	Interest Earned from Bank	<u>1.50</u>
	TOTAL INCOME (Deposits)	\$1681.50

EXPENSES (Checks Written)

<u>Date</u>	<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
8/10/06	110	Albertson's	Welcome back lunch for school staff	\$232.00
8/16/06	111	T-Shirt Co.	T-shirts for sale	380.00
8/30/06	112	Home Depot	Bench for school	250.00
8/31/06		Wells Fargo	Bank Service Charge	<u>10.00</u>
		TOTAL EXPENSES (Checks Written)		\$872.00

ENDING CASH BALANCE (August 31, 2006) \$3309.50

Outstanding Checks (Haven't Cleared Bank)

<u>Check No.</u>	<u>Payable To</u>	<u>Amount</u>
111	T-Shirt Co	\$380.00
112	Home Depot	<u>250.00</u>
	TOTAL OUTSTANDING CHECKS	\$630.00

RECONCILED BANK BALANCE \$3,939.50

Copy of Bank Statement Attached

