

# Sample Treasurer's Report

## TREASURER'S REPORT

PTO/Boosters

November 1, 20XX - November 30, 20XX

### CHECKING ACCOUNT

**BALANCE ON HAND 11/01/20XX** \$4,250.00

#### INCOME

11/15	Deposit:	Carnival	\$1,450.00
11/17	Deposit:	Membership Dues (150 @\$5)	750.00
11/22	Deposit:	Book Fair	349.50
11/30	Deposit:	Gift Wrap	5,000.00
11/30	NSF Ck:	#1119 - Book Fair purchase	-16.50
	TOTAL		<u>\$7,533.00</u>

**TOTAL INCOME** \$7,533.00

#### EXPENSES

11/01	Ck #3150	Website/newsletter	\$195.00
11/03	Ck #3151	Mary Smith, Carnival expenses	55.00
11/10		Bank fee, NSF Ck #1113	10.00
11/11	Ck #3153	Patty Harper, hospitality	7.49
11/12	Ck #3154	Book Fair Company	120.00
11/13	Ck #3155	VOID	0.00
11/13	Ck #3156	Susan Bird, office supplies	15.29
11/14	Ck #3157	Beverly Anderson, postage	3.70
	TOTAL		<u>\$406.48</u>

**TOTAL EXPENSES** \$406.48

**BALANCE ON HAND 11/30/20XX** \$11,376.52

Signature \_\_\_\_\_

Date \_\_\_\_\_