PTO Treasurer Report Template

A one-page monthly report for your next board meeting.

Group _____ Month _____

Prepared by _____ Presented on _____

Opening balance.

What the PTO had on the first day of the month, in all its accounts. Take it from last month's closing balance.

_____ $ _____

Money in.

One line for each kind of money that came in, like fundraisers, donations and dues, and a total.

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

Total $ _____

Money out.

One line for each kind of spending, like teacher grants, events and supplies, and a total.

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

Total $ _____

Closing balance.

The opening balance, plus money in, minus money out.

_____ $ _____

Still outstanding.

Checks that have not cleared and deposits not on the bank statement yet. They are already counted above. Then any bill or payback the PTO still owes, which is not.

_____ $ _____

_____ $ _____

_____ $ _____

Reading it to the board. Start with the closing balance. Then the two totals. Then anything still outstanding. Bring the bank statement. Once any bank fees or interest are in the books, its balance should differ from the closing balance only by the checks and deposits that have not cleared.

https://www.groupsmarter.com/templates/pto-treasurer-report/