

**PTO/Booster Club Financial Report  
for the 20\_\_-20\_\_ School Year**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Campus Affiliation

**Financial information should be presented as of June 30th, or end of the school year**

***Balance Sheet Information***

\$ \_\_\_\_\_  
Current Assets

\$ \_\_\_\_\_  
Current Liabilities & Fund Balance

***Income Statement Information (also called Profit/Loss Statement)***

***Summary of Revenues***

Fundraiser 1	\$	
Fundraiser 2	\$	
Fundraiser 3	\$	
Membership Dues	\$	
Donations	\$	
Other Income	\$	
<b>TOTAL REVENUE</b>	<b>\$</b>	

***Summary of Expenditures***

Fundraiser 1	\$	
Fundraiser 2	\$	
Fundraiser 3	\$	
School Donations	\$	
Other Expenses	\$	
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	

*This chart is provided as an example only. It is provided to give  
an indication of the level of detail expected in reporting.*

***Definitions Legend:***

*Current Assets* – cash short-term investments, or other assets easily convertible to cash

*Current Liabilities* – amounts owed to other organizations, individuals, or vendors

*Revenues* – incoming funds from sales of products/services, donations, and/or income from other sources

*Expenditures* – outgoing funds to pay for fundraising products, events, donations to school, and/or other expenses

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date