

PTA Event Financial Form



Name of PTA: _____

Name of Event: _____

Date of Event: _____

Purpose of Event: _____

*List PTA program or Standard (ex:Family Engagement)

Budgeted Amount: _____

Income: Total Cash: _____

*attach Cash Verification Form

Total Checks: _____

Deposit Amount: _____

Expenses: List Expense and Amount

Change from Bank: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Event Notes:

Total Expenses: _____

Net Profit or Loss: _____

Print Name of Event Chairperson

Signature of Event Chair

Print Name of Treasurer

Treasurer Signature