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: ________________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

Total Expenses: ________________________________

Net Profit or Loss: ________________________________

Print Name of Event Chairperson ________________________________

Signature of Event Chair ________________________________

Print Name of Treasurer ________________________________

Treasurer Signature ________________________________