

PA/PTA Financial Reporting:

Interim Financial Report



Hi, I'm Bill and I'm Karen

We're here to remind you to complete, file and submit your Interim Financial Report by January 31st.

If you're a new executive board member or treasurer, let us help you fill out the different parts of the Interim Financial Report.

If you are a veteran executive board member or treasurer, we can help you too.

Let's get started, okay?

I am sure that many of you are aware of the Interim Financial Report and filed a copy of the report last year, with both your membership and your school's principal. But if you have not seen it, let me show it to you.

If you use an accounting program, or an online resource, you can use a printable report as a substitute.





That was really simple, right?

Now lets look at the other side of the form, and do the same with the expenses page.

Expenses are items, goods and services and the cost needed to pay for them.

Supplies, refreshments, decorations, reimbursements and refunds, are all expenses, also known as expenditures.





That was so easy, right?

If you use any kind of accounting software, you can use the printed reports that come with your program. But if you don't use a software program you can use the form we just showed you.

If you click on the highlighted link you can download a copy of the [Interim Financial Report](#) that you can complete, file and share with your membership and your school's principal.

Don't forget, you have to file your Interim Financial Report by January 31st.

Want to know more?
Click on any of the links below.

[Chancellor's Regulation A-660](#)

(CR A-660) governs all aspects of PA/PTAs including elections, finances, conflicts of interests, grievances, fundraising activities and events. It is essential that all members of a school's PA/PTA board read the CR A-660 and are familiar with the overview of the regulations.

Your School's Parent
Coordinator

Your Local Presidents Council

[Division of Family and
Community Engagement](#)

[Parent Leadership Resources Page](#)

located on the DOE Website has a variety links and other resources that will support your day to day operations

[Borough or District Family Advocate](#)

provide information for the community and support the resolution of family inquiries and concerns.

[Other Resources](#)

[PTALINK.org](#) - it also provides an effective way for schools to learn from each other and share best practices, and creates a community of parent organizations that work together.

[Apply for an EIN Number Online](#) – to open a bank a PA/PTA must have an EIN number from the IRS