

Blessed Sacrament PTA

Treasurer's Report

January 22, 2024

Account Balance:

As of 11/14/23 (last PTA Meeting): \$5,126.60

(+) Deposits: \$8,816.44

(-) Withdrawals: \$4,086.90

(-) Service Fees: \$5.20

As of 01/19/24: \$10,269.64

Notable Transactions:

Teacher Christmas Bonus: \$1,350 withdrawal

Parent's Night Out: \$380.22 deposit

Scholastic Book Fair: \$4,422.54 deposit

Online Auction: \$3,568.12 deposit

Poinsettia Sale: \$392.10

Load more transactions (Older)		Date Range (In last 90 days only)		Update	
		11/14/2023	To	01/19/2024	
Date	Description	Debit (-)	Credit (+)	Balance	
01/18/2024	▶ REAL-TIME CREDIT RECEIVED ON 01/18 /		\$3,586.12	\$10,269.64	
01/17/2024	CHECK 1049 (View)	-\$50.00		\$6,683.52	
01/09/2024	SERVICE CHARGE FOR ACCOUNT 000009867893134	-\$3.20		\$6,733.52	
01/08/2024	CHECK 1053 (View)	-\$50.00		\$6,736.72	
01/08/2024	CHECK 1051 (View)	-\$50.00		\$6,786.72	
01/08/2024	CHECK 1034 (View)	-\$100.00		\$6,836.72	
01/04/2024	CHECK 1045 (View)	-\$100.00		\$6,936.72	
01/04/2024	CHECK 1039 (View)	-\$100.00		\$7,036.72	
01/03/2024	CHECK 1047 (View)	-\$50.00		\$7,136.72	
01/03/2024	CHECK 1042 (View)	-\$100.00		\$7,186.72	
01/03/2024	CHECK 1029 (View)	-\$150.00		\$7,286.72	
01/02/2024	CHECK 1050 (View)	-\$50.00		\$7,436.72	
01/02/2024	CHECK 1044 (View)	-\$100.00		\$7,486.72	
01/02/2024	CHECK 1035 (View)	-\$100.00		\$7,586.72	
12/27/2023	CHECK 1040 (View)	-\$100.00		\$7,686.72	
12/27/2023	CHECK 1036 (View)	-\$100.00		\$7,786.72	
12/26/2023	CHECK 1043 (View)	-\$100.00		\$7,886.72	
12/26/2023	CHECK 1041 (View)	-\$100.00		\$7,986.72	
12/26/2023	CHECK 1033 (View)	-\$100.00		\$8,086.72	
12/19/2023	CHECK 1031 (View)	-\$519.70		\$8,186.72	
12/15/2023	▶ DEPOSIT (View)		\$2,444.00	\$8,706.42	
12/11/2023	▶ REAL-TIME CREDIT RECEIVED ON 12/10 /		\$170.22	\$6,262.42	

Help ^

Date	Description	Debit (-)	Credit (+)	Balance
12/08/2023	SERVICE CHARGE FOR ACCOUNT 000009867893134	-\$2.00		\$6,092.20
12/08/2023	CHECK 1030 (View)	-\$279.50		\$6,094.20
12/04/2023	▶ REAL-TIME CREDIT RECEIVED ON 12/03 /		\$392.10	\$6,373.70
11/24/2023	CHECK 1028 (View)	-\$1,098.00		\$5,981.60
11/22/2023	COUNTER WITHDRAWAL	-\$150.00		\$7,079.60
11/22/2023	▶ DEPOSIT (View)		\$2,224.00	\$7,229.60
11/21/2023	CHECK 1027 (View)	-\$121.00		\$5,005.60
11/16/2023	CHECK 1026 (View)	-\$418.74		\$5,126.60

PTA Procedures:

- **Expense Reimbursement**
 - Complete the form (including amount, payee, and how to distribute check).
 - Include copies of receipts.
 - Complete the event summary form if this is related to an event.
 - Our account does not have a debit/credit card so all transactions are by check.
 - Please allow five business days for reimbursement. The PTA's and the bank's procedures require two signatures on all disbursement checks. I will write the check and sign, and Jennifer DeCarlo also needs to sign. This can take a few days to complete.

- **Deposits**
 - Complete the form.
 - Complete the event summary form if this is related to an event.
 - If there are deposits from an event, we sum up the deposits immediately after the event, and then a second PTA member counts as well. Then I deposit in the bank.

- **Bank**
 - Please indicate the amount needed and denominations.
 - Complete the event summary form if this is related to an event.

- **Event Summary**
 - This form allows us to accurately record revenue and expenses related to a specific event, and also helps us with planning for future events.