

# PTA Committee Final Report

Complete Part 1: Committee Evaluation Form and Part 2: Financial Statement. Submit them together to the executive committee/board as your final committee report.

## Part 1: Committee Evaluation Form

Name of Committee: \_\_\_\_\_

Name of Chair: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Committee's Job: \_\_\_\_\_

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Describe Plan of Work: \_\_\_\_\_

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Committee Members:

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Committee budget: \$ \_\_\_\_\_ Was budget adequate? \_\_\_\_\_

If not, explain: \_\_\_\_\_

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Briefly evaluate committee's work (were goals met, successes, challenges, etc.):

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Recommendations for next chair: \_\_\_\_\_

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Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

# PTA Committee Final Report

## Part 2: PTA Committee Financial Statement

Committee Name: \_\_\_\_\_

Approved Budget: \$ \_\_\_\_\_

Income (if applicable):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>Total Income</b> \$ _____

Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>Total Expenses</b> \$ _____

Net Profit (unused funds): \$ \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair