

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: _____

Describe Plan of Work: _____

Committee Members:

Committee budget: \$ _____ Was budget adequate? _____

If not, explain: _____

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

Recommendations for next chair: _____

Date: _____ Submitted by: _____

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Part 2: PTA Committee Financial Statement

Committee Name: _____

Approved Budget: \$ _____

Income (if applicable):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income	\$ _____

Expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____

Net Profit (unused funds): \$ _____

Submitted By: _____ Date: _____

Committee Chair