

2025-2026 Westgate PTA - Monthly Re  
ONGOING

Month columns hidden here ->

Instructions

Fill in budget for income and expense lines. Each month, insert additions and subtractions to that month's columns from the registers. The budget balance will automatically update in final columns. Duplicate tab and PDF each month summary.

Reconciliation  
(Village Bank)

Fill in "Balance on Hand" from Village Bank register; fill in Balance per Bank Statement; add outstanding checks or deposits (add more rows if needed)

Cash on Hand at Beginning of Fiscal Year: \$ 25,833.99  
2024/25 Membership Earned in Previous: \$ 5,985.54

Account	Committee	NEW Budget	Additions	Subtractions	NET	Expected	Income
100	Supply Kits	2,000.00	2,414.51	-	2,414.51	(414.51)	
104	Book Fair	1,500.00	-	-	-	1,500.00	
106	25/26 Membership	6,500.00	1,026.00	67.21	958.79	5,541.21	
108	Plant Sale	200.00	-	-	-	200.00	
110	School Pictures	1,500.00	2,481.57	-	2,481.57	(981.57)	
112	Spirit Wear	300.00	-	-	-	300.00	
116	Yearbook	1,500.00	-	-	-	1,500.00	
120	Fundraiser	-	910.00	966.96	(56.96)	56.96	
120a	Parent Night Out	8,500.00	1,150.00	-	1,150.00	7,350.00	
120b	Dine-In	1,400.00	862.99	-	862.99	537.01	
120c	Knockout Tournament	1,000.00	-	-	-	1,000.00	
120d	Barne3	400.00	-	-	-	400.00	
120e	Get Air Des Plaines	600.00	-	-	-	600.00	
<b>Total Projected Income:</b>		<b>45,248.45</b>	<b>8,845.07</b>	<b>1,034.17</b>	<b>7,810.90</b>	<b>17,589.10</b>	

Month	Balance on Hand	Outstanding Check Number	Amount	Balance per Bank Statement
July 31, 2025	\$ 8,603.06	N/A		\$ 8,603.06
August 31, 2025	\$ 22,710.08	4768	\$ 262.50	\$ 22,972.58
September 30, 2025	\$ 19,583.95	4771, 4774, 4775	\$ 15.00, \$ 750.00, \$ 365.64	\$ 20,714.59

Account	Committee	Budget	Additions	Subtractions	NET	\$ Remaining	Expenditures
200	President	50.00	-	36.98	(36.98)	13.02	
202	Secretary	50.00	-	20.00	(20.00)	30.00	
204	Treasurer	150.00	-	26.00	(26.00)	124.00	
206	PTA Office Supplies	150.00	-	61.33	(61.33)	88.67	
300	Welcome - Kinder & New Fam	500.00	-	730.00	(730.00)	(230.00)	
304	School/District Initiatives	500.00	-	-	-	500.00	
306	Reflections	200.00	-	26.89	(26.89)	173.11	
308	Room Rep	2,900.00	6.99	599.13	(592.14)	2,307.86	
310	Sunshine	500.00	-	25.00	(25.00)	475.00	
312	Staff Appreciation	2,000.00	-	853.08	(853.08)	1,146.92	
313	Teacher Appreciation	3,500.00	-	-	-	3,500.00	
314	Volunteer Appreciation	300.00	15.00	100.00	(85.00)	215.00	
400	Art Club	1,800.00	1,805.00	555.15	1,249.85	3,049.85	
402	Programs and Presentations	2,000.00	-	1,006.66	(1,006.66)	993.34	
404	Chess Club	-	-	-	-	-	
406	Ice Cream Social	200.00	-	134.89	(134.89)	65.11	
407	Game Night	450.00	-	143.80	(143.80)	306.20	
408	Glow Party	700.00	-	-	-	700.00	
409	Magic Show	350.00	-	350.00	(350.00)	-	
410	Movie Nights	350.00	-	-	-	350.00	
412	Fun Fair	4,000.00	460.00	-	460.00	4,460.00	
414	Back To School Fall Fest	4,000.00	1,128.00	4,210.88	(3,082.88)	917.12	
420	Fifth Grade Recognition	3,000.00	-	-	-	3,000.00	
422	Safety Patrol	600.00	-	-	-	600.00	
424	Walk/Bike To School Days	300.00	-	-	-	300.00	
426	Westgate Cares	200.00	-	-	-	200.00	
500	Membership Expense and D.	3,500.00	-	3,035.07	(3,035.07)	464.93	
504	Communication	450.00	-	226.00	(226.00)	224.00	
508	Directory Spot	550.00	-	550.00	(550.00)	-	
510	Incorporation Fee	10.00	-	-	-	10.00	
512	Insurance Liability	275.00	-	275.00	(275.00)	-	
514	Arlington Heights Scholarship	150.00	-	150.00	(150.00)	-	
516	Council Dues	400.00	-	400.00	(400.00)	-	
518	Conventions	100.00	-	-	-	100.00	
520	Council and District Meetings	25.00	-	25.00	(25.00)	-	
524	Allocation to Next Year	8,000.00	-	-	-	8,000.00	
526	Excess Funds	3,038.45	-	-	-	3,038.45	
<b>Total Projected Expenditures:</b>		<b>45,248.45</b>	<b>3,414.99</b>	<b>13,540.86</b>	<b>(10,125.87)</b>	<b>31,622.58</b>	

Month	Balance on Hand	Outstanding Check Number	Amount	Balance per Bank Statement
October 31, 2025	\$ 19,214.43	4771, 4775	\$ 15.00, \$ 365.64	\$ 19,595.07
November 30, 2025	\$ 16,671.34	4771, 4780	\$ 15.00, \$ 160.00	\$ 16,671.34
December 31, 2025	\$ 17,178.59	4771	\$ 15.00	\$ 17,193.59

Budget Gap \$ -

\*2024/25 Membership Earned in Previous

\$ -	26/27 Membership Collected in May 2026
	26/27 Membership Collected in June 2026