

**Cave Spring Elementary School PTA
How to View On-line Financial Reports**

Go on-line to www.nonprofitcentral.biz

Click on “Log in to MoneyMinder”

Enter the user name and password, which PTA members may obtain from the PTA President or Treasurer.

Click on the financial year you would like to view. For example, for the 2011-2012 school year, click on 2011.

Click on the “Reports” tab. The most useful reports to view are “Treasurer’s Report” (which is read by the Treasurer at PTA meetings) and “Category Details Report”.

Reports can be printed by right clicking on the report and selecting “Print”.

Please contact the Treasurer or President with any questions.