

\$ \_\_\_\_\_  
Club/Group Name

## Monthly Treasurer's Report

1. State the beginning balance:

Date: \_\_\_\_\_ Balance: \_\_\_\_\_

2. Indicate money received:

Amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Total received: \$ \_\_\_\_\_

3. State the expenses:

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

Total expenses: \$ \_\_\_\_\_

4. Indicate closing balance:

Date: \_\_\_\_\_ Closing balance: \$ \_\_\_\_\_

If the club or group has a checking account, do the following:

Add back checks that have not shown up on the bank statement plus \_\_\_\_\_

Subtract deposits not showing up on the bank statement minus \_\_\_\_\_

Adjusted balance should agree with the bank statement equals \_\_\_\_\_

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_