

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 haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Accepted by: _____

Treasurer's signature

President's signature

Community Leader

Project Leader

EIN # or Bank Account Number: _____

Date: _____