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: ________________________