

MONTHLY TREASURER'S REPORT

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back check that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the 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: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

General Leader's Signature