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: __________________________

   Treasurer’s Signature     President’s Signature

   Date: __________________________  Date: __________________________