
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: _____
Treasurer's Signature President's Signature

Date: _____ Date: _____