

Please photocopy as needed

\_\_\_\_\_ Club 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 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 statements **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: \_\_\_\_\_

Club treasurer's signature

Club president's signature

Date: \_\_\_\_\_ Date: \_\_\_\_\_

