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:______________________________