

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 _____

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Total received: \$ _____

3. State the expenses:

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

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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 haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

Included clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____

Treasurer's signature

President's signature

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