

Monthly Treasurer's Report

MONTH: _____

The treasurer's report informs members of the club's financial activity since the last meeting. A treasurer's report should be completed for every meeting. If there is no financial activity for the time period between meetings, the beginning and ending balances should be completed on this form and put \$0.00 on the total received and total expense lines. Signature of a leader/parent/adult unrelated to the treasurer to verify that the report was completed and presented to the club. This individual can vary from month to month.

Signature: _____ Date: _____

1. State the Checking Account beginning balance:

Date: _____ Balance: _____

State the Savings Account beginning balance (if applicable):

Date: _____ Balance: _____

2. Money Received:

amount \$ _____ for what purpose _____

amount \$ _____ for what purpose _____

amount \$ _____ for what purpose _____

amount \$ _____ for what purpose _____

Total Received: \$ _____

3. Payments:

Check # _____ Pay to the order of: _____

For what purpose: _____ Amount \$ _____

Check # _____ Pay to the order of: _____

For what purpose: _____ Amount \$ _____

Check # _____ Pay to the order of: _____

For what purpose: _____ Amount \$ _____

Check # _____ Pay to the order of: _____

For what purpose: _____ Amount \$ _____

Total Expenses: \$ _____

4. State the ending Checking Account balance:

Date: _____ Balance: \$ _____

State the ending Savings Account balance (if applicable):

Date: _____ Balance: \$ _____

Add additional pages as necessary if you do not have enough room for all Income &/or Expenses