Appendix F: Monthly Treasurer's Report



| Clu | ıb/Group Name: | | |
|-----|---|--------------------|-------------|
| 1. | Beginning balance: (circle one) Month & Year: | | |
| 2. | Income: | | |
| | a. Amount \$ | for (what purpose) | |
| | b. Amount \$ | for (what purpose) | |
| | c. Amount \$ | for (what purpose) | |
| | d. Amount \$ | for (what purpose) | |
| | e. Amount \$ | for (what purpose) | |
| | Total Income: \$ | | |
| 3. | Expense: | | |
| | a. Amount \$ | to (whom) | for (what |
| | | to (whom) | for (what |
| | | to (whom) | for (what |
| | | to (whom) | for (what |
| | | to (whom) | |
| | Total Expenses: \$ | | |
| 4. | Ending balance | | |
| | Month & Year: | Balance: | |
| 5. | Outstanding Expenses | | |
| | | to (whom) | |
| | | to (whom) | |
| | c. Check # | to (whom) | |
| | Total Outstanding Expense | s:\$ | |
| 6. | Bank Balance | | |
| | Date: | Balance: | |

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