

Appendix F: Monthly Treasurer's Report



Club/Group Name: _____

1. Beginning balance: *(circle one)* **Checking** or **Savings**

Month & Year: _____ Balance: _____

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 purpose) _____

b. Amount \$ _____ to (whom) _____ for (what purpose) _____

c. Amount \$ _____ to (whom) _____ for (what purpose) _____

d. Amount \$ _____ to (whom) _____ for (what purpose) _____

e. Amount \$ _____ to (whom) _____ for (what purpose) _____

Total Expenses: \$ _____

4. Ending balance

Month & Year: _____ Balance: _____

5. Outstanding Expenses

a. Check # _____ to (whom) _____

b. Check # _____ to (whom) _____

c. Check # _____ to (whom) _____

Total Outstanding Expenses: \$ _____

6. Bank Balance

Date: _____ Balance: _____