

MONTHLY TREASURER'S REPORT

1. State the beginning balance:

Date \_\_\_\_\_ Beginning Balance: \_\_\_\_\_

RECEIPTS			EXPENSES			
Date	From What Source	Amount	Date	For What Purpose	Amount	
Total Received			Total Expenses			

2. Indicate closing balance:

Date: \_\_\_\_\_ Closing Balance \_\_\_\_\_

To match with checking account, do the following:

Add back checks that have not shown up on the bank statement Plus \_\_\_\_\_

Subtract deposits that have not shown up on the bank statement minus \_\_\_\_\_

Adjusted balance should agree with bank statement equals \_\_\_\_\_

Include copy of the bank statement that agrees with the total adjusted balance as shown above.

Prepared by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

\_\_\_\_\_  
Club Treasurer's Signature

\_\_\_\_\_  
Club President's Signature

Date: \_\_\_\_\_

\_\_\_\_\_