

Record of Club/Group Finances

Cash Received		Cash Paid Out		Balance
Date	From what source	Amount	For what purpose	Balance at end of each entry
	Balance carried over from previous page -----		-----	\$
			Balance carried over to next page -----	\$



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 _____

amount \$ _____ for what purpose _____

Total received: \$ _____

3. State the expenses:

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

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

Date: _____ Date: _____



Audit Review Report

Club/group: _____ Year End: Jan. 1, _____ - Dec. 31, _____
 July 1, _____ - June 30, _____
 Oct. 1, _____ - Sept. 30, _____

Checking Account Number _____

Bank _____ Address _____

IRS Tax ID # (form SS-4) _____ Audit Date _____

Persons authorized to sign on checking account:

Name: _____ Address: _____

Name: _____ Address: _____

Back records are in the possession of:

Name: _____ Address: _____

