

Group Name: \_\_\_\_\_

## Treasurer's Report

### 1. Beginning Balance

Date \_\_\_\_\_

Balance \$ \_\_\_\_\_

### 2. Money Received *(Attach additional page, if necessary.)*

Amount \$ \_\_\_\_\_ purpose \_\_\_\_\_

Amount \$ \_\_\_\_\_ purpose \_\_\_\_\_

Amount \$ \_\_\_\_\_ purpose \_\_\_\_\_

Total Received \$ \_\_\_\_\_

### 3. Expenses *(Attach additional page, if necessary.)*

\$ \_\_\_\_\_ to whom \_\_\_\_\_ purpose \_\_\_\_\_

\$ \_\_\_\_\_ to whom \_\_\_\_\_ purpose \_\_\_\_\_

\$ \_\_\_\_\_ to whom \_\_\_\_\_ purpose \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

### 4. Closing Balance

Date \_\_\_\_\_

Closing Balance \$ \_\_\_\_\_

### 5. If the group has a checking or savings account:

a. Add back checks that have not shown up on the account statement (+) \_\_\_\_\_

b. Subtract deposits not showing up on account statement (-) \_\_\_\_\_

c. **Adjusted balance** should agree with account statement (=) \_\_\_\_\_

6. Amount of restricted funds, if any, included in either closing or adjusted balances above \_\_\_\_\_

Include clear copy of account statement that agrees with the total closing or adjusted balance above.

Prepared by (Treasurer's Signature) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by (President's Signature) \_\_\_\_\_ Date \_\_\_\_\_