

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 \_\_\_\_\_