

**Club** \_\_\_\_\_ **Date** \_\_\_\_\_

Date	List all items separately. Show source of money received.	Amount
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Money paid out in \_\_\_\_\_  
(Month)

Balance on bank statement	_____	Balance on hand	_____
Plus deposits not listed	_____	Plus money received	_____
Subtotal	_____	Subtotal	_____
List outstanding checks		Less money paid out	_____
_____		Subtotal	_____
_____		Less bank charges	_____
Less outstanding checks	_____	Balance forward*	_____
Balance forward*	_____	(Write this figure in balance on hand for next month.)	

\*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

When you make your report:

Begin with the previous balance. "The beginning balance was \$\_\_\_\_\_."

State all income and where it came from. "Income was \$\_\_\_\_\_ from \_\_\_\_\_ and \$\_\_\_\_\_ from \_\_\_\_\_, for a total income of \$\_\_\_\_\_."

State all expenses paid; "Expenses were \$\_\_\_\_\_ for \_\_\_\_\_ and \$\_\_\_\_\_ from \_\_\_\_\_, for a total expense of \$\_\_\_\_\_."

Finish with ending balance; "The closing balance is \$\_\_\_\_\_." (This is the actual balance you have on your records and in the bank.)

Present any outstanding bills for payment. "We have a bill from \_\_\_\_\_ (store) for \$\_\_\_\_\_ (what it was for)." Have club members pass a motion to approve payment before you pay the bill.

