

Treasurer's Reports

- Start with ending balance from the last report
- List revenue (separate line per item)
- Total revenue
- List expenses (separate line including check number per item)
- Total expenses
- Balance in the bank as of (date)
- Earmarked funds (those funds that have donated for a specific project - i.e. Penny Pines)
- Working balance
- CD or savings account balance
- Total working assets of (date) (this includes all accounts)
- Treasurer's signature
- Original to president and copies to recording secretary and financial review file

Tips for Reporting

- Use bank statement date as your reporting date (this makes it easier to review)
- Under expenses the ideal is to list check number, check payee and the budget line item to which the expense is applied.
i.e. #123 Robin Pokorski Yearbook expense