

Sample Treasurer's Report

The Assembly Treasurer should offer a Treasurer's Report at least once each month. A simple recording of the receipts and disbursements, such as this sample report, can be used. The Advisor Board should also review this information monthly" This document also becomes helpful during budget preparation and auditing procedures"

For _____ Assembly No. _____

As of _____, the checking account had a balance of \$_____.
(date)

We had the following disbursements (use the back of this page if necessary):

Check Number	Amount	Payee	Reason
#	\$		For
#	\$		For
#	\$		For
#	\$		For
#	\$		For
#	\$		For

For a **TOTAL DISBURSEMENT** of: \$_____.

We had the following income (use the back of this page if necessary):

Check Number	Amount	Payee	Reason
#	\$		For
#	\$		For
#	\$		For
#	\$		For
#	\$		For
#	\$		For

For a **TOTAL INCOME** of: \$_____.

SUMMARY

As of _____, the checking account has a balance of \$_____.
(date)

The savings account has a balance of \$_____. For a total

balance of \$_____.

Respectfully submitted,

_____ Treasurer,

_____ Assembly No. _____