

 **SAMPLE MONTHLY FINANCIAL REPORT**

Treasurer's Report
 For the _____ Ending _____
 (Week/Month) (Date)

Balance brought forward from _____ \$ _____
 (Date of last report)

Receipts

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total receipts \$ _____
 Total cash available \$ _____

Disbursements

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total disbursements \$ _____

Balance on hand _____ \$ _____
 (Date of this report)

Treasurer's Report
 For the _____ Ending _____
 (Week/Month) (Date)

Balance brought forward from _____ \$128.52
 (Date of last report)

Receipts

Membership dues and fees \$ 18.00
 Chapter projects \$ 198.00
 Other fundraising activities \$ 207.63
 Other chapter income \$ _____

Total receipts \$515.84
 Total cash available \$644.36

Disbursements

Officer training/conference registration \$ 12.00
 FBLA awards \$ 10.60
 Student government \$ 8.00
 Cost of fundraising items \$ 101.75
 Birthday cards \$ 5.00

Total disbursements \$137.35

Balance on hand _____ \$507.01
 (Date of this report)