

Monthly treasurer's report

Send it two days before each meeting, with the bank statement attached (account number blacked out).

CLUB		REPORT PERIOD	
PREPARED BY		SENT TO BOARD ON	

1. CASH SUMMARY

ACCOUNT	BEGINNING BALANCE	MONEY IN	MONEY OUT	ENDING BALANCE
Total				

Beginning balance matches last month's ending balance: ☐ yes

2. BANK MATCH

ACCOUNT, DATE	BANK SAYS	MINUS CHECKS NOT CLEARED	PLUS DEPOSITS NOT CLEARED	EQUALS OUR RECORDS	DIFFERENCE
Matched by	Reviewed by (doesn't sign checks)				

3. BUDGET VS. ACTUAL, YEAR TO DATE

Share of year gone by: _____

INCOME	BUDGET	THIS MONTH	YEAR TO DATE	USED	NOTE OR FLAG
Total					
EXPENSES					
Total					

Flag expenses 20 or more points ahead of the year, or pushed over budget by unpaid bills.

4. BILLS, PROMISES, AND MONEY SPOKEN FOR

BILLS WE OWE	AMOUNT	PROMISED, NOT COUNTED	AMOUNT	SPOKEN FOR	AMOUNT
Total		Total		Total	

5. FREE TO SPEND

TOTAL ENDING BALANCE (ALL ACCOUNTS)	minus	BILLS WE OWE	minus	SPOKEN FOR	equals	FREE TO SPEND
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Cash on hand today. It still has to carry the budget, and unbudgeted spending needs an amendment approved per your bylaws.

6. DECISIONS FOR THE BOARD

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Example: September treasurer's report

A made-up booster club, to show each box filled in. Its year runs July 1 to June 30.

CLUB	Example Booster Club	REPORT PERIOD	Sept 1 to Sept 30
PREPARED BY	Treasurer	SENT TO BOARD ON	Oct 6, for the Oct 8 meeting

1. CASH SUMMARY

ACCOUNT	BEGINNING BALANCE	MONEY IN	MONEY OUT	ENDING BALANCE
Checking	4,820.00	3,670.50	2,067.30	6,423.20
Total	4,820.00	3,670.50	2,067.30	6,423.20
Beginning balance matches last month's ending balance: yes				

2. BANK MATCH

ACCOUNT, DATE	BANK SAYS	MINUS CHECKS NOT CLEARED	PLUS DEPOSITS NOT CLEARED	EQUALS OUR RECORDS	DIFFERENCE
Checking, Sept 30	6,723.20	300.00 (check 1042)	0.00	6,423.20	0.00
Matched by: Treasurer, Oct 3			Reviewed by (doesn't sign checks): Secretary, Oct 4		

3. BUDGET VS. ACTUAL, YEAR TO DATE

Share of year gone by: 25%

INCOME	BUDGET	THIS MONTH	YEAR TO DATE	USED	NOTE OR FLAG
Membership dues	4,000.00	1,350.00	3,450.00	86%	Most dues come in at sign-ups
Concessions	9,000.00	1,180.50	2,310.50	26%	
Spirit wear sales	3,000.00	640.00	1,520.00	51%	
Sponsorships	5,000.00	500.00	1,500.00	30%	\$750 more promised for October
Spring fundraiser	6,000.00	0.00	0.00	0%	April auction of donated items; no costs
Total income	27,000.00	3,670.50	8,780.50	33%	
EXPENSES					
Concessions supplies	4,000.00	412.30	1,240.80	31%	
Spirit wear order	2,200.00	1,105.00	1,105.00	50%	Flag: one order a year; sales cover it
Uniforms and equipment	6,000.00	0.00	4,850.00	81%	Flag: \$1,180 bill puts it \$30 over
Referees and officials	3,600.00	300.00	900.00	25%	
End-of-season banquet	3,500.00	250.00	250.00	7%	Hall deposit
Senior scholarships	1,500.00	0.00	0.00	0%	Paid in May from donations received last spring
Insurance and fees	900.00	0.00	875.00	97%	Flag: yearly policy paid in July
Coach gifts and misc	800.00	0.00	120.00	15%	
Field improvements	4,500.00	0.00	0.00	0%	Planned for spring
Total expenses	27,000.00	2,067.30	9,340.80	35%	

Flag expenses 20 or more points ahead of the year, or pushed over budget by unpaid bills.

4. BILLS, PROMISES, AND MONEY SPOKEN FOR

BILLS WE OWE	AMOUNT	PROMISED, NOT COUNTED	AMOUNT	SPOKEN FOR	AMOUNT
Uniforms, due Oct 15	1,180.00	Hardware store sponsor	750.00	Scholarship donations	1,500.00
Volunteer reimbursement	86.40			Board reserve	1,000.00
Total	1,266.40	Total	750.00	Total	2,500.00

5. FREE TO SPEND

TOTAL ENDING BALANCE (ALL ACCOUNTS) 6,423.20	minus	BILLS WE OWE 1,266.40	minus	SPOKEN FOR 2,500.00	equals	FREE TO SPEND 2,656.80
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6. DECISIONS FOR THE BOARD

1	Move \$100 from Coach gifts and misc to Uniforms and equipment, so the uniform invoice can be paid by Oct 15.
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