

ANNUAL FINANCIAL REPORT

Club/Group _____

From the Period _____ to _____

Account Balance at Beginning of Year

A.

Income:

Summarize by source and amount

Example: Concession Stand -- \$455.00

Total Income

B.

Expenses:

Summarize by category and amount

Example: Supplies for Concession Stand

Total Expenses

C.

Account Balance at End of Year

D.

Add back checks that have not shown up on bank statement

E.

Subtract deposits that have not shown up on bank statement

F.

Adjusted Balance (Should agree with bank statement)

G.

We hereby certify that this is a correct statement of income and expenses.

Club Treasurer: _____ Date: _____

Club President: _____ Date: _____

Volunteer Leader: _____ Date: _____