Treasurer’s Report

Club ___________________________ Semester/Year _____________ Date ________

Treasurer ________________________ Individual Completing Form ____________

Treasurer’s Records

General Fund:
1. Balance listed in Club’s account record: $ ____________
2. Balance at the beginning of the semester: $ ____________
3. Total dollar amount deposited during the semester: (+)$ ____________
4. Total dollar amount withdrawn during the semester: (-)$ ____________
5. Balance at the end of the semester: $ ____________

**#1 and #5 should match!!

Itemized Deposits:

- Club Dues: $ ____________
- Amount raised through fundraisers:
  o Fundraiser: ________________ $ ____________
  o Fundraiser: ________________ $ ____________
  o Fundraiser: ________________ $ ____________
- Sport Club Allocations: $ ____________
- Donations: $ ____________
- Other: ________________ $ ____________
- Other: ________________ $ ____________

Total Deposits: $ ____________

This amount should match #3 above!!
**Itemized Disbursements:** Please list and describe all disbursements made this past semester.

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<tr>
<th>Date</th>
<th>Description of Disbursement</th>
<th>Amount</th>
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Total Disbursements: $________________

This amount should match #4 from the previous page!!

Office Use Only

Date Receive:__________ Name of Employee receiving this form:____________________________________

Signature of Employee _____________________________________________________________

Supervisor Signature verifying that the account is balanced:______________________________

Date this report was verified:________________________