



VITERBO UNIVERSITY
DEPARTMENT OF
RECREATIONAL SPORTS

Viterbo University Sport Clubs

Department of Recreational Sports

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 Total dollar amount withdrawn during the semester: (-) \$ _____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:
 - Fundraiser: _____ \$ _____
 - Fundraiser: _____ \$ _____
 - 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.

[illegible]

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: _____