

PRACTICE

Record of Club Finances

Money received in _____ Balance on hand \$ _____
(Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
(Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement	\$ _____	Balance on hand	\$ _____
Plus deposits not listed	\$ _____	Plus money received	\$ _____
Subtotal	\$ _____	Subtotal	\$ _____
List outstanding checks		Less money paid out	\$ _____
_____		Subtotal	\$ _____
_____		Less bank charges	\$ _____
Less outstanding checks	\$ _____	Balance forward*	\$ _____
Balance forward*	\$ _____	(Write this figure in balance on hand for next month.)	

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.