

SAMPLE FORMAT FOR A FINANCIAL REPORT

(Name of Private Organization)
P.O. Box 1234
Fort Excellence, PA 12345-6789

FINANCIAL REPORT
For the Month of August 2003

Operating Funds Available as of 1 August 2003
\$ 2,514.33

OPERATING FUNDS:

Change Fund	\$ 146.00
Decorations	\$ 72.00
1 st VP (Luncheons)	\$ 380.38
1 st VP (Programs)	\$ 2.51
Membership	\$ 72.50
Ways & Means (Consignment)	\$ 183.20
<u>Ways & Means</u>	<u>\$ 558.85</u>
Total Operating Income	
\$ 1,415.44	

OPERATING EXPENSES:

Child Care	\$ 28.00
Entertainment	\$ 146.00
Decorations	\$ 57.23
1 st VP (Luncheons)	\$ 409.47
Historian	\$ 55.94
Membership	\$ 288.32
Newsletter	\$ 61.42
Recording Secretary	\$ 25.26
<u>Ways & Means (Consignment)</u>	<u>\$ 309.88</u>
Total Operating Expense	
<u>\$ 1,381.59</u>	

Operating Funds Available as of 31 August 2003
\$ 2,548.18

Submitted by:

Verified by:

Signature of Treasurer
Vice President or President)
Name of Treasurer
Position Title (Treasurer
Report)
Date Signed

Signature of Person Verifying Report (Normally the
Name of Person Verifying Report
Position Title (Title of Person Verifying
Date Signed