

Treasurer's Report

Service unit treasurers are asked to submit this report to the service unit team every month so that team members can see the month's financial activity. A team member, other than treasurer, must review and initial the report.

Service unit: _____ Prepared by: _____ Date: _____

Dates: _____ to _____

Please be prepared to present the following documentation:

1. Check requests with receipts for all expenses
2. Most recent reconciled bank statement
3. Receipt book showing all monies received
4. Checkbook with register

Balance from previous report: \$ _____ (a)

Income - detailed description: (for verification, see attached receipt book)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total income: \$ _____ (b)

Expenses - detailed description: (for verification, see attached check requests)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total expenses: \$ _____ (c)

[(a+b)-c] Ending balance: \$ _____ (d)

Less funds on hold from disbanded troops: \$ _____ (e)

(d-e) Available balance: \$ _____

Reviewed by: _____ Date: _____
Team member (not treasurer)

Distribution: white to service unit manager; yellow to service unit treasurer