

ANNUAL FINANCIAL REPORT

Club/Group _____

From the Period _____ to _____

Account Balance at Beginning of Year **A.**

Income:

Summarize by source and amount

Example: Concession Stand -- \$455.00

Total Income **B.**

Expenses:

Summarize by category and amount

Example: Supplies for Concession Stand

Total Expenses **C.**

Account Balance at End of Year **D.**

Add back checks that have not shown up on bank statement **E.**

Subtract deposits that have not shown up on bank statement **F.**

Adjusted Balance (Should agree with bank statement) **G.**

We hereby certify that this is a correct statement of income and expenses.

Club Treasurer: _____ Date: _____

Club President: _____ Date: _____

Volunteer Leader: _____ Date: _____