**Financial Forms**

1. **TREASURER’S REPORT**

MEETING OF {insert Committee name}

TO BE HELD ON {insert meeting date}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINANCIAL STATEMENT AS AT:

Balance brought forward: $

Add Income: $

$

$

Subtotal $

Less Expenses: $

$

$

Subtotal $

CLOSING BALANCE AS AT : $

**BANK RECONCILIATION**

I certify that a reconciliation between the Cash Book and the Bank Statement has been made as at:

FORECAST OF RECEIPTS/PAYMENTS:

(Signature of Treasurer) (Date)

1. **PREPARATION OF TREASURER’S REPORT (Example)**

**(NAME OF COMMUNITY COMMITTEE)**

**Treasurer’s Report – July 2020**

Results for the month of July were favourable with a positive cash flow of $318.75. This was consistent with results for the same period last year and is largely due to increased hall bookings.

**Income and Expenditure for the Period 1/7/20 to 31/7/20**

**Income**

|  |  |  |
| --- | --- | --- |
| Hall Rentals - Casual   * Permanent   Bank Interest  Bonds Received  GST Collected for ATO | 500.00  1,200.00  12.50  200.00  170.00 | 2,082.50 |

**Expenditure**

|  |  |  |
| --- | --- | --- |
| Cleaning  Telephone  Petty Cash  Bonds Refunded  Contract Payments  GST Paid-recoverable from ATO | 400.00  72.00  40.50  100.00  1,000.00  151.25 | 1,763.75 |
|  |  |  |
| Net Result |  | 318.75 |

Confirmation of Accounts Paid

July cash payments of $1,763.75 comprise the following cheques drawn and are hereby submitted to the committee for ratification. Most payments include GST.

|  |  |  |  |
| --- | --- | --- | --- |
| Cheque | Creditor | Cheque | Description |
| 100452  100453  100454  100455  100456  100457 | J Brown  Telecom  WSC  ABC Football Club  Cash  H Jones | 220.00  79.20  1,100.00  100.00  44.55  220.00 | Cleaning  Telephone  Contract payments  Bond refund  Petty Cash reimbursement  Cleaning |
|  |  | 1,763.75 |  |

1. **PETTY CASH BOOK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **DESCRIPTION** | **DOCKET NO.** | **$ GST**  **EXCL.** | **GST**  **$** | **$ GST**  **INCL.** |
| 6.7.20 | Tea Bags | 1 | 2.00 | .20 | 2.20 |
| 7.7.20 | Taxi Fare | 2 | 8.00 | .80 | 8.80 |
| 9.7.20 | Batteries | 3 | 15.00 | 1.50 | 16.50 |
| 13.7.20 | Photocopying | 4 | 10.00 | 1.00 | 11.00 |
| 15.7.20 | Miscellaneous | 5 | 1.00 | .10 | 1.10 |
| 20.7.20 | Stationery | 6 | 1.50 | .15 | 1.65 |
| 27.7.20 | Thumb Tacks | 7 | 1.50 | .15 | 1.65 |
| 30.7.20 | Gloves | 8 | 1.50 | .15 | 1.65 |
|  | TOTAL PAGE |  | 40.50 | 4.05 | 44.55 |
| 30.7.20 | Cash on hand |  | 5.45 |  |  |
| 31.7.20 | Cash Received |  | 44.55 |  |  |
|  | TOTAL FLOAT |  | 50.00 |  |  |

**CHEQUE NO.**

**AUTHORISED BY:**