Logo

Description automatically generated

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Republican Assembly**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ General Meeting**

**MONTHLY TREASURER’S REPORT**

**[MONTH] [YEAR]**

|  |  |
| --- | --- |
| **Beginning Balance (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_)** | **$X,XXX.XX** |

**Income**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Description | Amount |
| \_\_/\_\_/\_\_ |  | Membership Dues | $XXX.XX |
| \_\_/\_\_/\_\_ |  | Donation from [Name] | XXX.XX |
| \_\_/\_\_/\_\_ |  | [Income Category] | XXX.XX |
| \_\_/\_\_/\_\_ |  | [Income Category] | XXX.XX |
| \_\_/\_\_/\_\_ |  | Interest Earned from Bank | XXX.XX |
|  |  | **Total Income** | **$XXX.XX** |

**Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Check No. | Payable To | Description | Amount |
| \_\_/\_\_/\_\_ | XXXX | [Payee] | [Expense Category] | $XXX.XX |
| \_\_/\_\_/\_\_ | XXXX | [Payee] | [Expense Category] | XXX.XX |
| \_\_/\_\_/\_\_ | XXXX | [Payee] | [Expense Category] | XXX.XX |
| \_\_/\_\_/\_\_ |  | [Payee] | [Expense Category] | XXX.XX |
| \_\_/\_\_/\_\_ |  | [Bank Name] | Bank Service Charge | XXX.XX |
|  |  | **Total Expenses** | | **$XXX.XX** |

|  |  |
| --- | --- |
| **Ending Balance (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_)** | **$X,XXX.XX** |

**Outstanding** **Checks (Have Not Cleared Bank)**

|  |  |  |  |
| --- | --- | --- | --- |
| Check No. |  | Payable To | Amount |
| XXXX |  | [Payee] | $XXX.XX |
| XXXX |  | [Payee] | XXX.XX |
|  |  | **Total Outstanding Checks** | **$XXX.XX** |

|  |  |
| --- | --- |
| **Reconciled Balance** | **$X,XXX.XX** |

**Copy of Bank Statement Attached**