



## Monthly Unit Treasurer's Report Form

Unit #: \_\_\_\_\_ Unit Name: \_\_\_\_\_ Report as of : \_\_\_\_\_

**BEGINNING BALANCE:** .....\$ \_\_\_\_\_  
*Previous month's ending balance*

**INCOME:**

Dues from Members.....\$ \_\_\_\_\_  
 Dues from National Headquarters .....\$ \_\_\_\_\_  
 Fund Raisers.....\$ \_\_\_\_\_  
 Donations .....\$ \_\_\_\_\_  
 Other:  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL INCOME:** .....\$ \_\_\_\_\_

**EXPENSES**

Dues to National Headquarters.....\$ \_\_\_\_\_  
 Postage .....\$ \_\_\_\_\_  
 Fund Raising Expenses.....\$ \_\_\_\_\_  
 Other:  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES:** .....\$ \_\_\_\_\_

**CLOSING BALANCE:** .....\$ \_\_\_\_\_  
*(Beginning Balance + Total Income - Total Disbursements)*

Checking Account .....\$ \_\_\_\_\_  
 Savings Account .....\$ \_\_\_\_\_  
 Certificates.....\$ \_\_\_\_\_  
 Other Accounts (Explain) .....\$ \_\_\_\_\_  
**TOTAL UNIT ASSETS:**.....\$ \_\_\_\_\_