



Monthly Report Template Guide

ODCKI Club Treasurer Support

Updated: 3/27/2011

The first report is the only one you need to fill out school name, total members, current amount in account(s).

Donations you would like to track that are not monetary. Can be donations made to a charity from your club or a donation to your club (ie. t-shirts for your dog toy project).

Monthly Financial Report				
Circle K Club of	Kent	New Members:	20	
For the Month Ending	April 30, 2010	Total Members:	40	
		Circle K Account	School Account	
Beginning Balance		\$200.00	\$75.00	
REVENUE				
Easter Egg Hunt Donations		\$70.00		
Total additions for	April	\$70.00	\$0.00	
EXPENSES				
Dues for Cindy, Tom, Debby		\$45.00		
Egg Decorating Supplies				\$25.00
End of the year banquet Expenses		\$25.00		
Easter Egg Donations to Relay for Life		\$70.00		
Total expenses for	April	\$140.00	\$25.00	
End of Month Balance		\$130.00	\$50.00	
Treasurer	Dude Chill		Date	5/2/2011
President	Hommie G Brown			

MATERIAL DONATIONS	
Donation	Organization/ Cause
7 bags of Panties	Rape Crisis Center

Include short description of each revenue and expense item.

Will automatically calculate

Reports are due by the 5th of each month!

Currently on April Tab

Tabs for each month so you can save one document instead of 12!

Your school name will carry over to every tab

Now you just have to add new members. Total members will automatically calculate

This will automatically show your "End of the Month" balance from the last tab.

Monthly Financial Report				
Circle K Club of	Kent	New Members:	2	
For the Month Ending	May 31, 2010	Total Members:	42	
		Circle K Account	School Account	
Beginning Balance		\$130.00	\$50.00	
REVENUE				
Car Wash Fundraiser for ICON/ LSSP		\$1,000.00		
Total additions for	May	\$1,000.00		\$0.00
EXPENSES				
Hotel for ICON (Michael, Kelli, Pam, Jim, Dwight, Philis, Creed, Hank)		\$168.00		
Registration for LSSP (Angela, Pam)		\$150.00		
Boxes for Better World Books				\$20.00
Total expenses for	May	\$318.00		\$20.00
End of Month Balance		\$812.00		\$30.00
Treasurer	Dude Chill			
President	Hommie G Brown		Date:	6/5/2011

MATERIAL DONATIONS	
Donation	Organization/ Cause
T-shirts	To club for dog toys
50 Text Books	Better World Books

Continue filling out revenue, expenses, material donations, treasurer and president signatures, and date.

Currently on May Tab