



# Monthly Report Template Guide

ODCKI Club Treasurer Support

Updated: 3/27/2011



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	
<b>REVENUE</b>				
Car Wash Fundraiser for ICON/ LSSP		\$1,000.00		
Total additions for	May	\$1,000.00		\$0.00
<b>EXPENSES</b>				
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