

Ruritan



Club Treasurer's Journal

Ruritan Club

Club Treasurer

Sample Treasurer's Monthly Report Instructions

This handbook contains a **sample** Treasurer's Report for the treasurer's use. This report form should be completed with information from bank statements, the cash journal pages and member dues pages in this handbook, or other records that the club uses to track its finances. This form is for the club's records and is designed to help the club treasurer prepare a report for the club's monthly meeting. ***Photocopy additional forms as needed.***

Each report form contains the following entries:

- 1. Beginning Balance** -- from bank statements, previous year's audit reports, etc.
- 2. Deposits** -- receipts from members' dues, fundraisers, payment of fines from members, interest or dividend income, or other income sources.
- 3. Disbursements** -- checks written from the club's account (including rent, utilities, fundraising supplies) , donations to the community or Ruritan National Foundation, meals costs, etc.
- 4. Cash/Investments** -- balance of the club's petty cash and income earned from savings or other investments.
- 5. Total Assets** -- Total Deposits plus Total Cash/Investments, minus the Disbursements for this period.
- 6. Delinquent Dues** -- record the names of members who owe dues payment, along with the amount owed.
- 7. Signature and Date** -- sign name and the date submitted to the club.
- 8. Notes Section** (reverse side) -- use this section to record explanations or transactions descriptions.

Sample of Monthly Club Treasurer's Report

(copy as needed)

Ruritan Club

Balance at Beginning _____, _____ \$ _____

Deposits: Member Dues \$ _____
Fundraising Income..... \$ _____
Fines \$ _____
Interest and Dividends..... \$ _____
Other..... \$ _____
..... \$ _____
..... \$ _____

Total Deposits \$ _____

Disbursements for period: _____ to _____

..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____

Total Disbursements \$ _____

Cash/Investments

Petty Cash (Balance at period ending _____, _____) \$ _____
Savings and Investments \$ _____
..... \$ _____
..... \$ _____
..... \$ _____

Total Cash/Investments \$ _____

Total Assets (Total Deposits + Total Cash Investments - Total Disbursements) \$ _____

Delinquent Dues

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Club Treasurer

Date

CASH JOURNAL

MONTH _____ YEAR _____

Description		Receipts								
Date	Description of Transaction: Record Receipts and Disbursements in this section.	Ck # or CASH	Dues and/or Initiation Fees		Fundraising Project Income		Rent		Other Receipts	
1	BALANCE FORWARD									
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29										
30										
Total This Page										
Total This Year To Date										

CASH JOURNAL

MONTH _____ YEAR _____

		Description	Receipts							
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1	BALANCE FORWARD									
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Total This Page										
Total This Year To Date										

MONTH _____ YEAR _____

CASH JOURNAL

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CASH JOURNAL

MONTH _____ YEAR _____

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Total This Page									
Total This Year To Date									

Statement of Club Assets

Date _____

Date _____

	Beginning of Year		Beginning of Year	
Balance in Bank				
Dues Receivable				
Bonds, Note, Etc.				
Inventory				
Special Funds				
Total Assets				

Statement of Club Liabilities

	Beginning of Year		Beginning of Year	
Balance Due for Meals				
Balance Due Ruritan National				
Balance on Obligations				
Total Liabilities				
Net Worth of the Club				

We, the members of the Auditing Committee, certify that we have this _____ day of _____, _____, audited the accounts of the _____ Ruritan Club and find them complete, well-kept, and accurate.

Auditing Committee Chair

Auditing Committee Member

Auditing Committee Member