Ruritan



Club Treasurer's Journal

Ruritan Club

Club Treasurer

Sample Treasurer's Monthly Report Instructions

This handbook contains a <u>sample</u> 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 decriptions.

Sample of Monthly Club Treasurer's Report (copy as needed)

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Balance at 1	ance at Beginning,	
Deposits:	Member Dues	\$
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	Fines	
	Interest and Dividends	
	Other	
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	Total Disbursements	\$
Cash/Inve	stments	
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Total Asse	ts (Total Deposits + Total Cash Investments - Total Disbursements)	\$
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	Club Treasurer	Date

Member Dues Record

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Club Member's Name (Add new member only after initiation fee and dues are paid)	Forward	January	February	March
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Member Dues Record

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Stateme	ent of Club Ass	ets					
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Balance in Bank							
Dues Receivable							
Bonds, Note, Etc.							
Inventory							
Special Funds							
Total Assets							
Statement	of Club Liabili Beginning of Year	Beginning of Year					
Balance Due for Meals							
Balance Due Ruritan National							
Balance on Obligations							
Total Liabilities							
Net Worth of the Club							
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