

Suggested monthly financial statement

Name and Number of Local:

Month:

Cash Book Balance, previous month: \$ 157.83

Receipts

Local Dues (30 members) \$ 60.00

Refund, Arts Centre Tickets \$ 8.40

Total \$ 68.40

Expenditures

Coffee, Steward's Course \$ 8.00

Retirement gift \$ 16.74

Stationery supplies \$ 7.52

Bank service charge \$ 1.00

Total \$ 33.26

Excess of receipts over expenses \$ 35.14 \$ 35.14

Cash book balance, this month \$ 192.97

Petty cash on hand, this month \$ 12.75

(signed)

Treasurer