Financial report for \_\_\_XYZ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization

For the period \_\_\_\_\_ Opening Date yr/mon/day \_\_\_\_\_\_to\_\_\_\_\_\_\_ Closing Date yr/mon/day \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Opening Balance, Chequing Account *(insert opening date)* | $ |
|  |  |  |
| Dep Date | Revenue (list each cheque/cash received and date deposited) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Revenue | $ |
|  |  |  |
| Cheque # / date | Expenses (list each cheque #,online payment, recipient, brief reason and amount) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total Expenses | $ |
|  |  |  |
|  | Closing Balance, Chequering *(insert closing date)* | $ |
|  |  |  |
| Cheque # | Outstanding Cheques (list each cheque #, recipient and amount) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total | $ |

|  |  |  |
| --- | --- | --- |
|  | Bank Reconciliation |  |
|  | Balance on last bank statement | $ |
|  | Minus Outstanding Cheques | $ |
|  | Balance available (should match Closing balance on page 1) | $ |
|  |  |  |
|  | Cash Available |  |
|  | Chequing Account |  |
|  | Savings Account |  |
|  | Cash on Hand (cheques or cash not yet deposited, list each item) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total | $ |
|  |  |  |
|  | Total | $ |
|  |  |  |
|  | Accounts Receivable (list of outstanding revenue invoiced) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Accounts Payable (list of unpaid expenses) |  |
|  |  |  |
|  |  |  |
|  | Investments and Savings Account (list any investments and value or balance) |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *Treasurer’s Signature* | | |