

# Monthly Statement of Receipts & Disbursements

CLUB NAME: \_\_\_\_\_ CLUB NUMBER: \_\_\_\_\_

For the month of \_\_\_\_\_, 20\_\_\_\_ and cumulative from \_\_\_\_\_, 20\_\_\_\_

	Budget	Receipts Current Month	Receipts From Beginning Year to Date	Budget Balance
<b>Cash Receipts (Income)</b>				
1. Membership Fees .....	\$ _____	\$ _____	\$ _____	\$ _____
2. Membership Dues .....	_____	_____	_____	_____
3. Meals .....	_____	_____	_____	_____
4. Miscellaneous .....	_____	_____	_____	_____
<b>Fundraising</b>				
5. _____ .....	_____	_____	_____	_____
6. _____ .....	_____	_____	_____	_____
7. _____ .....	_____	_____	_____	_____
8. _____ .....	_____	_____	_____	_____
<b>Budget Total &amp; Budget Balance Total .....</b>	<b>\$ _____</b>	<b>.....</b>	<b>.....</b>	<b>\$ _____</b>
<b>Total Receipts (Income) .....</b>	<b>.....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.....</b>

	Budget	Disbursements This Month	Disbursements Year to Date	Budget
<b>Cash Disbursements (Expenses)</b>				
1. A. International Dues .....	\$ _____	\$ _____	\$ _____	\$ _____
B. Insurance Premium .....	_____	_____	_____	_____
2. District Dues .....	_____	_____	_____	_____
3. Processing Fees .....	_____	_____	_____	_____
4. Supplies .....	_____	_____	_____	_____
5. Printing & Stationery .....	_____	_____	_____	_____
6. Petty Cash .....	_____	_____	_____	_____
7. _____ .....	_____	_____	_____	_____
8. _____ .....	_____	_____	_____	_____
9. Postage .....	_____	_____	_____	_____
10. Club Bulletin .....	_____	_____	_____	_____
11. Meals .....	_____	_____	_____	_____
12. Youth Activities & Community Service .....	_____	_____	_____	_____
13. Convention Delegates .....	_____	_____	_____	_____
14. Insurance & Bonds .....	_____	_____	_____	_____
15. Fellowship & Hospitality .....	_____	_____	_____	_____
16. Miscellaneous .....	_____	_____	_____	_____
17. Contingencies .....	_____	_____	_____	_____
<b>Budget Total &amp; Budget Balance Total .....</b>	<b>\$ _____</b>	<b>.....</b>	<b>.....</b>	<b>\$ _____</b>
<b>Total Disbursements .....</b>	<b>.....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.....</b>
<b>Excess Receipts Over Disbursements .....</b>	<b>.....</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>.....</b>
Bank and Cash Balance, Beginning of month .....	.....	.....	.....	.....
Bank and Cash Balance, Beginning of year .....	.....	.....	.....	.....
<b>Bank and Cash Balance Now .....</b>	<b>.....</b>	<b>.....</b>	<b>\$ _____</b>	<b>.....</b>
Dues Uncollected .....	\$ _____	.....	.....	.....
Miscellaneous uncollected .....	\$ _____	.....	.....	.....
<b>Total Uncollected .....</b>	<b>\$ _____</b>	<b>.....</b>	<b>Bills Unpaid .....</b>	<b>\$ _____</b>

Submitted by \_\_\_\_\_, Secretary-Treasurer \_\_\_\_\_



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