

How much money do we have?

This sheet is designed as a template for treasurers of groups to use – for example, to give finance reports at meetings.

How to use this sheet

Follow the instructions and fill in the dotted lines with the information relevant to your group.

Finance report

Balance of funds held by

Enter group name

At the end of this period

Write in the month/quarter/year you are reporting on

At the end of last period

Write in the date of the previous month/quarter/year

We had (A)

Write in the balance on this date

Since then we have received (B)

Add up all the income in your account book during the period

And spent: (C)

Add up all the expenditure in your account book during the period, including petty cash



So our current total is

Add the income (B) to the previous balance (A) and subtract the expenditure (C)
 $(A + B - C)$

The balance of our bank account is (D)

Write in how much money there is in the group's bank account on the end date of your report. Make sure you take into account bank transactions that have not yet appeared on your statement

And the amount of cash we have is (E)

Count your petty cash at the end date of your report (same end date as your bank account balance)

So our total balance is

*Add the bank balance (D) and petty cash balance (E) together **$(D + E)$** . This should be the same figure as the total above.*