

How much money do we have?

Heading

Balance of funds held by

at the end of

Write in the name of your group

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

Finance report

At the end of.....

we had: (A).....

Since then we have received (B).....

and spent (C)

So our current total is

The balance of our bank account is (D).....

And the amount of cash we have is (E).....

Total balance

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

Write in the balance on this date

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

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

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

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

Count your petty cash

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

How to use this sheet:

This sheet is designed as a template for treasurers of groups to use – for example, to give finance reports at meetings. Follow the instructions down the right-hand column and fill in the dotted lines with the information relevant to your group.

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