

Committee or Group Name _____

(1) Financial Summary for the period of _____ to _____.

Beginning Cash Balance \$ _____

<u>List each expenditure over \$500</u>	<u>Amount</u>
1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

The items listed to the left do not need to be detailed UNLESS the expenditure is in excess of \$500.

<u>Summary of Other Spending</u>	<u>Amount</u>
1 _____	\$ _____
2 _____	\$ _____

Total Spent \$ _____

Ending Cash Balance \$ _____

(2) **REQUIRED: List any planned/potential future expenditures in excess of \$500 for approval by the Finance Committee - you must include information regarding if any future maintenance will be needed for these purchases.**

NOTE - If any of these expenditures relate to Maintenance Items: Please first refer to the Maintenance Program Policies.

(3) **Attach a copy of your bank statement(s) for the period(s) you are reporting on**

(4) **Attach your bank reconciliation(s) for the periods covered in #3**

NOTE: If you have a bank account, you are REQUIRED to reconcile the bank account every month. Either on a separate paper or on the back of the bank statement.