

# CC-7 Financial Report Clubs with Bank Accounts

Name of Club: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Activity period : From: \_\_\_\_\_ thru \_\_\_\_\_ 20\_\_\_\_

**Revenue/Cash receipts:**

Source:	Amount Received
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_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL RECEIPTS** \_\_\_\_\_

**Expenses/Disbursements**

Description:	Amount Paid	Check #
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL EXPENSES** \_\_\_\_\_

**Cash-on-hand**

Beginning Cash Balance	_____	(Ending cash balance from prior quarter)
<b>plus</b> Revenues	_____	(Total revenues listed above)
<b>less</b> Expenses	_____	(Total expenses listed above)
Ending Cash Balance	_____	(This should equal your <b>reconciled</b> balance from your bank statement. It will include any outstanding checks and/or deposits)

***Return this completed form, a copy of your most recent bank statement and bank reconciliation to the Activities Department @ the Community Center.***