

# ANNUAL FINANCIAL REPORT

Club/Group \_\_\_\_\_

From the Period \_\_\_\_\_ to \_\_\_\_\_

**Account Balance at Beginning of Year** **A.**

Income:

Summarize by source and amount

Example: Concession Stand -- \$455.00

**Total Income** **B.**

Expenses:

Summarize by category and amount

Example: Supplies for Concession Stand

**Total Expenses** **C.**

**Account Balance at End of Year** **D.**

**Add back checks that have not shown up on bank statement** **E.**

**Subtract deposits that have not shown up on bank statement** **F.**

**Adjusted Balance (Should agree with bank statement)** **G.**

We hereby certify that this is a correct statement of income and expenses.

Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Leader: \_\_\_\_\_ Date: \_\_\_\_\_