**SAMPLE FORMAT FOR A FINANCIAL REPORT**

(Name of Private Organization)

P.O. Box 1234

Fort Excellence, GA 12345-6789

FINANCIAL REPORT

For the Month of August 2003

Operating Funds Available as of 1 August 2003 $ 2,514.33

OPERATING FUNDS:

 Change Fund $ 146.00

 Decorations $ 72.00

 1st VP (Luncheons) $ 380.38

 1st VP (Programs) $ 2.51

 Membership $ 72.50

 Ways & Means (Consignment) $ 183.20

 Ways & Means $ 558.85

Total Operating Income $ 1,415.44

OPERATING EXPENSES:

 Child Care $ 28.00

 Entertainment $ 146.00

 Decorations $ 57.23

 1st VP (Luncheons) $ 409.47

 Historian $ 55.94

 Membership $ 288.32

 Newsletter $ 61.42

 Recording Secretary $ 25.26

 Ways & Means (Consignment) $ 309.88

Total Operating Expense $ 1,381.59

Operating Funds Available as of 31 August 2003 $ 2,548.18

Submitted by: Verified by:

Signature of Treasurer Signature of Person Verifying Report (Normally the Vice President or President)

Name of Treasurer Name of Person Verifying Report

Position Title (Treasurer) Position Title (Title of Person Verifying Report)

Date Signed Date Signed