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| **4-H MONTHLY REPORT FORM** | |  | | | |  |
|  |  |  | | | |  |
| **CLUB NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | | | | **OPENING BALANCE** |
| **LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | | | |  |
| **MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | | | |  |
|  |  |  | | | |  |
| **INCOME (SOURCE, USE, PURPOSE)** | |  | | | | **ACTUAL** |
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|  |  | **TOTAL INCOME** | | | |  |
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|  |  |  | | | |  |
| **EXPENSES (DESCRIBE)** |  |  | | | | **ACTUAL** |
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|  |  | **TOTAL EXPENSES** | | | |  |
|  |  |  | | | |  |
|  |  | **TOTAL CLOSING BALANCE** | | | |  |
| **Note: Keep the following with this report:** | | | |  |
| \*Bank statements | | |  |  |
| \*Receipts for income | | |  |  |
| \*Canceled and voided checks | | |  |  |
| \*Expenses for each month | | |  |  |
| \*Statement of cash collections | | | |  |