



**BL1 - MONTHLY REPORT**

Branch: \_\_\_\_\_  
 Report for the month of : \_\_\_\_\_

Form current from 2018

Total Ticket Sales / Door Takings:	\$	-	
Floats Rebanked:	\$	-	
Donations Received	\$	-	
Other Income, <i>describe</i> :	\$	-	
<b>Total Income (A)</b>	\$	-	<b>(A)</b>

<b>Less Cheques Drawn /Payments/Cash Expenses:</b>			
Rent (Hall & Equipment)	\$	-	
D.J. Fees	\$	-	
Floats Drawn	\$	-	
Prizes	\$	-	
Canteen Supplies	\$	-	
Volunteer Amenities	\$	-	
Insurance Levy	\$	-	
Donations Made	\$	-	
Other: <i>describe</i> :	\$	-	
	\$	-	
<b>Total Expenses (B)</b>	\$	-	<b>(B)</b>

<b>NET PROCEEDS (A) - (B)</b>	\$	-	<b>(C)</b>
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<b>Bank Reconciliation:</b>			
Balance brought forward from previous month (from bank statement)	\$	-	<b>(D)</b>
PLUS Other Income (bank interest) for the month	\$	-	<b>(E)</b>
PLUS Net Proceeds from this month (calculated automatically)	\$	-	<b>(C)</b>
LESS Other Expenses (bank charges) for the month	\$	-	<b>(F)</b>
PLUS Add back unrepresented cheques/payments (from all months)	\$	-	<b>(G)</b>
LESS Uncleared Deposits from <b>current</b> month	\$	-	<b>(H)</b>
PLUS Cleared Deposits from <b>previous</b> months	\$	-	<b>(I)</b>
LESS Cheques/Payments cleared from <b>previous</b> months	\$	-	<b>(J)</b>
<b>Present Balance (D+E+C-F+G-H+I-J)</b>	\$	-	

Treasurer's Signature: \_\_\_\_\_

THIS FORM IS TO BE COMPLETED MONTHLY AND A COPY OF RELEVANT BANK STATEMENT ATTACHED  
 COPY SENT TO STATE OFFICE, AND ORIGINAL RETAINED AT THE BRANCH FOR AUDIT PURPOSES