

# MONTHLY FINANCIAL REPORT ADMINISTRATIVE ACCOUNT

*This sample financial report for the club's administrative account is only intended as a guide. The list of accounts below has been condensed. Treasurers may adapt and expand the accounts as needed for their clubs.*

KIWANIS CLUB OF \_\_\_\_\_

MONTHLY FINANCIAL REPORT FOR MONTH ENDING \_\_\_\_\_

	BUDGETED AMOUNT	CURRENT MONTH	YEAR TO DATE
<b>ADMINISTRATIVE INCOME</b>			
Membership dues and fees			
Meals/guarantee assessment			
New member fees			
Interest income			
Drawings			
Other			
<i>Totals:</i>			

<b>ADMINISTRATIVE EXPENDITURES</b>			
Meals/guests			
Meals/members			
Membership dues and fees			
New member fees			
Club newsletter			
Directors and officers insurance			
Committee expenses			
• Membership			
• Marketing			

	BUDGETED AMOUNT	CURRENT MONTH	YEAR TO DATE
<b>ADMINISTRATIVE EXPENDITURES CONTINUED</b>			
Delegates to:			
• International convention			
• District convention			
Gifts and flowers			
President's gifts			
Social activities			
Installation event			
Secretary salary/expenses			
Insurance and payroll taxes			
Office expenses			
<b>Totals:</b>			

	ADMIN ACCT	SERVICE ACCT	ALL FUNDS
<b>BANK AND CASH</b>			
<b>Balance summary:</b>			
Beginning of the month			
Current month income			
Less current month expenses			
End of the month			
Total funds in savings			
Total funds in checking			
Other investments			
<b>Total cash &amp; investments:</b>			
<i>(should equal total balance of all funds)</i>			

# MONTHLY FINANCIAL REPORT SERVICE ACCOUNT

*This sample financial report for the club's service account is only intended as a guide. The list below has been condensed. Treasurers may adapt and expand the accounts as needed for their club.*

KIWANIS CLUB OF \_\_\_\_\_

MONTHLY FINANCIAL REPORT FOR MONTH ENDING \_\_\_\_\_

	BUDGETED AMOUNT	CURRENT MONTH	YEAR TO DATE
<b>SERVICE INCOME</b>			
Fundraising activities			
Interest income			
<b>Totals:</b>			

<b>SERVICE EXPENDITURES</b>			
Club			
Division			
District			
Youth services			
• Terrific Kids			
• Bring Up Grades			
• Read Around the World			
• Young Children: Priority One			
Service Leadership Programs			
• Builders Club			
• Kiwanis Kids			
• Aktion Club			
• Circle K International			
• Key Club			
• Key Leader			
Human and Spiritual Values			
Community services			
Fundraising costs			
Liability insurance expense			
Directors and officers insurance			
District foundation			
International foundation			
<b>Total service account expenditures:</b>			
<b>Net service account activity:</b>			