

 \_\_\_\_\_\_ MONTHLY \_\_\_\_\_\_ ANNUALY

# REVENUE AND EXPENDITURES

**Period beginning: and ending: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SCOPE Station/Program

Prepared by: Telephone:

Bank Balance as of : $

## REVENUES

|  |  |
| --- | --- |
| Contributions (Cash) | $  |
| Contributions (Value of donated items, attach list) | $  |
| Fundraising Activities: | $  |
| Revenue from Grants and/or State, City, County | $  |
| Interest on Bank Account | $  |
| Other (Explain)  | $  |
| Other  | $  |
| Other  | $  |
|  |  |
| TOTAL REVENUE | $  |

## EXPENDITURES

|  |  |
| --- | --- |
| Office Supplies  | $  |
| Security System | $  |
| Utilities | $  |
| Meals/Refreshments | $  |
| Printing/Copying | $  |
| Postage/Mailing | $  |
| Promotional Items | $  |
| Advertising | $  |
| Charitable Contributions | $  |
| Other (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $  |
|  |  |
| TOTAL EXPENDITURES | $  |

**Checking Balance** as of : $

(**Balance + Revenues (cash) – Expenditures = Checking Balance)**

**Savings** $ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_­­­**Interest** $\_\_\_\_\_\_\_\_; **Total** $­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Bank Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Checking + Savings= Bank Balance)**

*Revised 8/20/2020 cc*