

\_\_\_\_\_\_ 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*