

**Sample monthly Financial Report-Administrative Account**

**Kiwanis Club of Somewhere  
Monthly Financial Report  
Month Ended \_\_\_\_\_**

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Year-to-Date</u>
Administrative Income			
Membership Dues	_____	_____	_____
Meals/Guarantee Assessment	_____	_____	_____
Membership Fees (Inductions)	_____	_____	_____
Interest Income	_____	_____	_____
Fines	_____	_____	_____
Drawings	_____	_____	_____
Other	_____	_____	_____
Totals:	_____	_____	_____
Administrative Expenditures			
Meals/Guests	_____	_____	_____
Meals/Members	_____	_____	_____
Secretary Salary/Expenses	_____	_____	_____
Insurance and Payroll Taxes	_____	_____	_____
Office Expenses	_____	_____	_____
Roster	_____	_____	_____
Membership	_____	_____	_____
House, Attendance	_____	_____	_____
International Dues,	_____	_____	_____
Magazines, and Insurance	_____	_____	_____
District Dues	_____	_____	_____
New Member Processing Fees	_____	_____	_____
Club Newsletter	_____	_____	_____
Subscriptions to:			
Kiwanis Magazine	_____	_____	_____
The Kiwanis Leader	_____	_____	_____
District Newsletter	_____	_____	_____
Delegates To:			
International Convention	_____	_____	_____
District Convention	_____	_____	_____
Gifts and Flowers	_____	_____	_____
President's Gifts	_____	_____	_____
Social Activities	_____	_____	_____
Installation	_____	_____	_____
Total Administrative Expenditures:	_____	_____	_____

Bank and Cash Balance Summary:

	<u>Admin Account</u>	<u>Service Acct.</u>	<u>All funds</u>
Beginning of the Month	_____	_____	_____
Current Month Income	_____	_____	_____
<b>Less current mo. Expenses</b>	_____	_____	_____
End of the Month <b>Balance</b>	_____	_____	_____
Total Funds in Savings			_____
Total Funds in Checking			_____
<b>Other investments</b>			_____
<b>Total cash &amp; investments (should equal total balance of all funds)</b>			_____