

SAMPLE FORMAT FOR A FINANCIAL REPORT

(Name of Non-Federal Entity)
NFE Box 1234
USAG Bavaria APO AE 09114

FINANCIAL REPORT
For the Month of January 2014

Operating Funds Available as of 1 January 2014 \$ 2,514.33

OPERATING FUNDS:

Change Fund	\$ 146.00	
Decorations	\$ 72.00	
1st VP (Luncheons)	\$ 380.38	
1st VP (Programs)	\$ 2.51	
Membership	\$ 72.50	
Ways & Means (Consignment)	\$ 183.20	
<u>Ways & Means</u>	<u>\$...558.85</u>	
Total Operating Income		\$1,415.44

OPERATING EXPENSES:

Child Care	\$ 28.00	
Entertainment	\$ 146.00	
Decorations	\$ 57.23	
1st VP (Luncheons)	\$ 409.47	
Historian	\$ 55.94	
Membership	\$ 288.32	
Newsletter	\$ 61.42	
Recording Secretary	\$ 25.26	
<u>Ways & Means (Consignment)</u>	<u>\$ 309.88</u>	
Total Operating Expense		\$ <u>1,381.59</u>

Operating Funds Available as of 1 January 2014 \$ 2,548.18

Submitted by: Verified by:

Signature of Treasurer
Name of Treasurer
Position Title (Treasurer)
Date Signed

Signature of Person Verifying Report (Normally the President)
Name of Person Verifying Report
Position Title (Title of Person Verifying Report)
Date Signed