

House Monthly Financial Report

For Month of: _____

This report is filled out in a business meeting of the house President, Comptroller and Treasurer just before the Chapter meeting. It will provide the financial information need to fill out the monthly chapter report.

Documents needed for filling out this report:

- Petty Cash Report
- Latest Weekly EES Report
- Latest Weekly Fines & Misc. Payments Report
- Monthly Bank Account Balance Worksheet
- Latest House Treasurer Report

REVENUE IN:

	Amount	
Account Balance		
Deposits to be Made		
Petty Cash Total		
TOTAL		

EXPENSES DUE:

	Amount	
Bills to be Paid		
Fees to be paid (including Loan and Chapter payments)		
TOTAL		

MONEY DUE THE HOUSE:

Over due EES

Name	Date Due	Amount	
TOTAL			

Over due Fines

Name	Date Due	Amount	
TOTAL			

HOUSE SUMMARY:

House Monthly Financial Report

For Month of: _____

	AMOUNT	
Total Revenue In		
Total Expenses Due		
Revenue – Expenses = SUBTOTAL		

Total Fees Due		
Total Fines Due		
Add together = SUBTOTAL		

TOTAL AVAILABLE FUNDS AFTER ALL DEBTS TO HOUSE ARE PAID		
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