

# Financial Report Template

AAR REGION \_\_\_\_\_ (1.)

FINANCIAL REPORT

FOR THE FISCAL YEAR ENDING JUNE 30, \_\_\_\_\_ (1.)

Total Registration		(7.)
AAR		
SBL		
Other		

<b>Beginning Cash Balance</b>		(2.)
Total Deposits		
Total Expenses		
<b>Ending Cash Balance</b>	\$ -	(5)

<b>DEPOSITS</b>	<b>Total Revenues</b>	(3)
Registration		
Dues		
Book Publishers		
AAR Subvention		
ASOR Subvention		
SBL Subvention		
Contributions/Sponsorships		
Grants		
Advertising Revenue		
Interest		
Miscellaneous		
	\$ -	

<b>EXPENSES</b>	<b>Total Expenses</b>	<b>Receipts Attached?</b>	(4)
Audio Visual and Technology			
Awards			
Catering/Food Service			
Committee Travel			
Copying			
Facilities			
Guest Rooms			
Guest Rooms No Show			
Insurance			
Miscellaneous Expense			
Office Supplies			
Plenary Speaker Honorarium			

Plenary Speaker Travel		
Postage		
Printing		
Taxes/Licenses		
	\$	-
<b>Net Profit</b>	\$	-

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Signature

Name

Date

**Instructions:**

1. Print name and year in heading
2. Enter beginning cash balance - it is the same as last year's ending balance
3. Enter revenues by type into Deposits
4. Enter expenses by type into expenses
5. Check to make sure ending cash balance on this report equals your year end cash balance
6. Please provide receipts for all expenses greater than \$25.00
7. Give us a breakdown of registration by organization