

Financial Report

Organization: _____ Donor: _____

Project Period: _____ Report Period: _____

MONEY AVAILABLE

Money Available at the Beginning of This Month:	
Money Received This Month:	
Money Spent This Month:	
Money Available at the End of This Month:	

TRIAL BALANCE

Cash Book Balance		Income	
Bank Book Balance		Expenses	
Outstanding Cash Advances			
Total		Income — Expenses =	

BUDGET REPORT

RECEIPTS		
Total Budget	Total Income Received to Date	Outstanding Balance Not Yet Received

EXPENSES						
No.	Expense Category	Total Budget Amount For This Category	Current Month Expenditure	Expenses to Date	Balance	% Spent
1						
2						
3						
4						
Total						