**SAMPLE ANNUAL REPORT**

(Name of Private Organization)

FINANCIAL REPORT

For the Month of August 2023

**Operating Funds Available as of 1 August 2023** $

OPERATING FUNDS:

Change Fund $

Decorations $

1st VP (Luncheons) $

1st VP (Programs) $

Membership $

Ways & Means (Consignment) $

Ways & Means $

Total Operating Income $

**OPERATING EXPENSES:**

Child Care $

Entertainment $

Decorations $

1st VP (Luncheons) $

Historian $

Membership $

Newsletter $

Recording Secretary $

Ways & Means (Consignment) $

Total Operating Expense $

**Operating Funds Available as of 31 August 2023** $

**Submitted by: Verified by:**

**Signature of Treasurer Signature of Person Verifying Report (Normally the Vice President or President)**

**Name of Treasurer Name of Person Verifying Report**

**Position Title (Treasurer) Position Title (Title of Person Verifying Report)**

**Date Signed Date Signed**