**Template Report to Forum Committee/Steering Group**

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| 1. Date of this report |  |
| 2. Name of Forum |  |
| 3. Date of quarter/month start date |  |
| 4. Amount held in bank account and end of last quarter/month |  |
| 5. Amount held in petty cash |  |
| 6. Date of quarter/month end date |  |
| 7. Amount of money received in between these two dates |  |
| 8. Amount of money spent in between these two dates |  |
| 9. Amount of petty cash spent in between these two dates |  |
| 10. Our current total is (add 4, 5 and 6 together then subtract 7 and 8) |  |
| 11. At the end of this quarter/month The amount we have in our bank account is |  |
| 12. The total of cheques written but not yet presented at the bank total |  |
| 13. At the end of this quarter/month the amount we have in petty cash is |  |
| 14. So the amount we currently have is (the total of 11 plus 12 and 13 should equal the total in 10.) If these totals are different check your information and additions/subtractions and make sure they are the same before presenting to the committee |  |
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