## **Monthly Club Report**

***You must attach meeting minutes to the back of this report to provide a more complete overview of your club’s monthly activities****.*

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| **GENERAL INFORMATION** |
| **Name of Club:** |  | **Acronym:**  |
| **Submitted By:** |  |  | **Submitted on:**  |
| **For the Month of:** |  |
|  |
| **Name** | **Position** | **Phone** | **Email** |
|  |  |  |  |
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|  |  |  |  |
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| **PART A: GENERAL OVERVIEW** |
| **Give a brief overview of your challenges, accomplishments & anything you think the SA can help you with:** |
| *
 |
| **PART B: MEETINGS** |
| **Please provide a detailed description of the meetings your club had during the month**.  |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **# of Attendee’s** | **Purpose** | **Outcome** |
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| COMMENTS: |
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| **PART C: EVENTS** |
| **Please provide a detailed description of the events your club had during the month.**  |
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| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **# of Attendee’s** | **Outcome** |
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|  |  |  |  |  |
|  |  |  |  |  |
| COMMENTS: |
|  |  |  |  |  |  |

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| **PART D: BUDGET** |
| Account Balance at beginning of the month:  | $ |  |
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|  |  |
| --- | --- |
| **REVENUE** | **EXPENSES** |
| **ITEM** | **AMOUNT ($)** | **ITEM** | **AMOUNT ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL:** | $ 0.00 | **TOTAL:** | $ 0.00 |
| COMMENTS:  |
|  |

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| **PART E: RECEIPTS** |
| Check to indicate attachment of **all original copies** of receipts from monthly expenses **(NOTE: keep a photocopy of each receipt for your own records)** and list the purpose of purchase for each item. |
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| --- | --- | --- | --- |
|  | **Reason for Expense** | **Receipt Source (i.e. Loblaws, Cineplex, etc.)** | **Amount** |
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|  |  |  |  |
|  |  | **TOTAL** |  |
| COMMENTS: |
|  |

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