

# TREASURER'S REPORT

LEO CLUB OF ABC  
MONTH OF JULY 2025

15.08.2025

Leo [Name] (Club Treasurer 2025/2026)



## LEO CLUB OF ABC

[Date]

Leo [Name],  
District President 2025/26,  
Leo District [District number] - Sri Lanka

### **MONTHLY TREASURER REPORT – [MONTH] [YEAR]**

Attached herewith is the Monthly Treasurer Report of the Leo Club of [Leo Club Name],  
for the month of [Month] [Year].

I hereby confirm that all necessary documents required for the proof of accounts is  
attached here and all information provided is true and accurate.

Thank you.  
Yours Sincerely,

.....

Leo [Name],  
Treasurer,  
Leo Club of [Leo Club Name]

## Declaration

We certify that the information present in this treasurer report are true and correct.

\_\_\_\_\_  
Leo Club President (Compulsory)

\_\_\_\_\_  
Leo Club Treasurer (Compulsory)

\_\_\_\_\_  
Leo Advisor (Compulsory)

\_\_\_\_\_  
Staff Advisor (For School and University Clubs)

Date:

## Income and Expenditure Statement

For the month ended <Month end date>

(All amounts are expressed in LKR)

Description	Notes	Amount
<b><u>Income</u></b>		
District Dues		XXX
Donation received for sample project		XXX
General meeting registration		XXX
Contribution by Leos		XXX
Contribution by Lions		XXX
Any other Receipts		XXX
Bank Interest Received		XXX
<b>Total Income</b>		<b>XXX</b>
<b><u>Expenses</u></b>		
Multiple Dues paid		XXX
Administration Expenses		XXX
Printing of Directory		XXX
Sample project expenses	Note 1	XXX
Stationary Expenses		XXX
Postage Expenses		XXX
Other expenses	Note 2	XXX
<b>Total Expenses</b>		<b>XXX</b>
<b>Surplus/Deficit for the period</b>		<b>XXX</b>

## Receipts and Payments Statement

For the month ended <Month end date>  
(All amounts are expressed in LKR)

	<b>Cash</b>	<b>Bank</b>
Balance B/F	xxx	xxx
<b>Receipts</b>		
Club fees	xxx	
Fund raiser	xxx	
Registration for General Meeting	xxx	
Income for sample project	xxx	
Cash deposited in Bank		<u>xxx</u>
<b>Payments</b>		
Expense of Sample project	(xxx)	
Multiple Dues	(xxx)	
Other payments	(xxx)	
Cash deposited in Bank	<u>(xxx)</u>	
<b>Balance at End of the period</b>	<b>xxxx</b>	<b>xxxx</b>

## Balance Sheet

For the month ended <Month end date>

(All amounts are expressed in LKR)

	Notes		
<b>Non-Current Asset</b>			
Non-Current Asset Note	1	xxx	
Fixed Deposits		xxx	
<b>Total non-current assets</b>			<b>xxx</b>
<b>Current Assets</b>			
Account Receivables	2	xxx	
Cash and Cash Equivalents		xxx	
<b>Total Current Assets</b>			<b>xxx</b>
<b>Total Assets</b>			<b>xxx</b>
<b>Accumulated Fund</b>			
Accumulated fund as at <start of month>		xxx	
Surplus/ (Deficit) for the period		xxx	
Accumulated fund as at <end of month>			<b>xxx</b>
<b>Non-Current Liabilities</b>			
Loans		xxx	<b>xxx</b>
<b>Current Liabilities</b>			
Bank Over Drafts		xxx	
Creditors/Payables	3	xxx	
<b>Total current liabilities</b>			<b>xxx</b>
<b>Total Liabilities</b>			<b>xxx</b>

**ACCOUNTING NOTES FOR BALANCE SHEET**

(All amounts are expressed in LKR)

**Note 1 – Non-Current Asset Note**

Description	Cost	Accumulated Depreciation		Net Book Value
		Depreciation as at <Start of the Month>	Depreciation for the Period	
Gong and Gavel				xxx
Club Banner				xxx
National Flag				xxx
Equipment				
Total				xxx

(Note: State the assets in **Descending** order according to their Net Book Value)**Note 2 – Receivables**

Description		Amount
Donation		xxx
Contributions		xxx
Other Receivables		xxx
Total		xxx

**Note 3 – Creditors/Payables**

Description		Amount
Payable for District Evens		
Person A		xxx
Person B		xxx
Other Payables		xxx
Total		xxx

**ACCOUNTING NOTES FOR INCOME AND EXPENDITURE**

(All amounts are expressed in LKR)

**Note 1 – Sample project**

Description	Bill No	Amount	Amount
<b>Incomes</b>			
Income 1		xxx	
Income 2		xxx	
Income 3		xxx	
			<b>xxx</b>
<b>Expenses</b>			
Expense 1		xxx	
Expense 2		xxx	
Expense 3		xxx	
			<b>xxx</b>
<b>Surplus/Deficit</b>			<b>xxx</b>

**Note 2 – Other Expenses**

Description	Bill No	Amount	Amount
Expense 1		xxx	
Expense 2		xxx	
Expense 3		xxx	
			<b>xxx</b>
<b>Total</b>			<b>xxx</b>

**NOTE:** You must attach scanned copies/ originals of bills, budget approvals, and any other required documents as proofs (Mandatory)