

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 |
|---------------------------------------|--------|------------|
| <u>Income</u> | | |
| 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 |
| | | |
| Total Income | | XXX |
| | | |
| <u>Expenses</u> | | |
| 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 |
| | | |
| Total Expenses | | XXX |
| | | |
| Surplus/Deficit for the period | | XXX |
| | | |
| | | |

Receipts and Payments Statement

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

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

Balance Sheet

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

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

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 |
|------------------------|---------|--------|------------|
| Incomes | | | |
| Income 1 | | XXX | |
| Income 2 | | XXX | |
| Income 3 | | XXX | |
| | | | XXX |
| Expenses | | | |
| Expense 1 | | XXX | |
| Expense 2 | | XXX | |
| Expense 3 | | XXX | |
| | | | XXX |
| Surplus/Deficit | | | XXX |

Note 2 – Other Expenses

| Description | Bill No | Amount | Amount |
|--------------|---------|--------|------------|
| Expense 1 | | XXX | |
| Expense 2 | | XXX | |
| Expense 3 | | XXX | |
| | | | XXX |
| Total | | | XXX |

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