**Monthly Treasurer Report Format**

Leo Club of ……….......................................................

*Sponsored Club: Lions Clubs of ………………………………….*

……………. Month

L/Y 2023/24

| S.N. | Expenditure | Cost | Expected Income | Cost |
| --- | --- | --- | --- | --- |
| 1. |  | - |  | - |
| 2. |  | - |  | - |
| 3. |  | - |  | - |
| 4. |  | - |  | - |
| 5. |  | - |  | - |
| 6. |  | - |  |  |
| 7. |  | - |  |  |
| 8. |  | - |  |  |
| 9. |  | - |  |  |
| 10. |  | - |  |  |
| Total | | A |  | A |

*Signature*

Leo ……………………….

Treasurer

**Documents necessary to Open Bank Account**

* Minuting from club’s board members and other members.
* Documents from Leo District Council District 325 M, Nepal.
* Letter from Leo District Secretariats.
* Photocopy of Charter Certificate.

**Rights, Duties and Responsibilities of Club’s Treasurer**

* Should collect all the annual dues from club members and also need to do some creative activities for the club to raise the economic status of the home club.
* All the financial truncation is to be held under the duty of the club's treasurer.
* Considering all the income and expenditure of the club, the treasurer needs to announce the annual budget of the respective club.
* Regular Payment of the expenses from the club should be done and available funds, resources or other materials should be done through annual auditing.
* Every club must have their payment receipts.
* Bank Account should be opened and all the transactions should be done through the bank.

**Rights, Duties and Responsibilities of Club’s Joint Treasurer**

* All the rights, duties and responsibilities of the club's treasurer should be done by the club's Joint Treasurer in the absence of the respective treasurer.
* Special authority and tasks given by the Club's President should be conducted properly.

***Remove this page before you submit your treasurer report.***