



New Mexico Garden Clubs, Inc.

# GENERATING TREASURER'S REPORTS

by

Laurie Hixson

NMGC, Inc. TREASURER

[hixsons@comcast.net](mailto:hixsons@comcast.net)

# PURPOSE

- Provide concise financial information in once place
  - A snapshot of organization's finances
  - Shows summary of all income and all expenses
- Should be simple
  - Does not need to be complex
  - Think of your own financial statements
- Should be transparent
  - Everything is explained either in the report or its backup information
  - No hidden or omitted items
- Provides historical record
  - Done on a regular basis, i.e., monthly
  - Future personnel should be able to understand status without additional help
  - Can be used as reference for future Treasurers

# EXAMPLE 1

## Club Treasurer's Report

SAMPLE CLUB  
TREASURER'S REPORT, MARCH 26, 2015

Checking Account Balance as of October 1, 2014		\$ 800.00
Income		
Interest	\$ 0.11	
Membership Dues (14 members)	\$ 280.00	
Fundraising proceeds	\$ 500.00	
Miscellaneous (donation)	\$ 50.00	
	Total Income	\$ 830.11
Expenses		
Meeting costs	\$ 50.00	
Ways and Means supplies	\$ 200.00	
Administrative Costs (checks)	\$ 18.95	
Transfer to savings account	\$ 500.00	
	Total Expenses	\$ 768.95

<b>Checking Account Balance as of February 28, 2015</b>	<b>\$ 861.16</b>
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Savings Account Balance as of October 1, 2014		\$ 823.04
Income		
Interest	\$ 0.17	
	Total Income	\$ 0.17
Expenses		
	Total Expenses	\$ -

<b>Savings Account Balance as of February 28, 2015</b>	<b>\$ 823.21</b>
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Scholarship CD Balance as of October 1, 2014		\$ 7,000.33
interest	\$ 14.69	

<b>Scholarship CD Balance as of February 28, 2015</b>	<b>\$ 7,015.02</b>
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<b>TOTAL CLUB FUNDS</b>	<b>\$ 8,699.39</b>
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# Club Treasurer's Report

## Details

<b>Checking</b>		checking previous balance	\$	<b>800.00</b>
Deposits	10/1/2014 Donation	\$	50.00	
	10/31/2014 interest			\$ 0.05
	11/17/2014 Club membership dues	\$	140.00	
	11/27/2014 Club membership dues	\$	80.00	
	11/30/2014 interest			\$ 0.02
	12/16/2014 Fund raising proceeds - plant sale	\$	500.00	
	12/31/2014 interest			\$ 0.01
	1/31/2015 interest			\$ 0.02
	2/14/2015 Club membership dues	\$	60.00	
	2/28/2015 interest			\$ 0.01
		<b>Subtotal:</b>	<b>\$ 830.00</b>	<b>\$ 0.11</b>

<b>Withdrawals</b>				
Check #	Cleared	Payee		Amount
1087	10/24/2014	Hall rental September meeting		\$ 25.00
1093	1/30/2015	Fundraising supplies (gloves)		\$ 200.00
	2/4/2015	purchase checks		\$ 18.95
1087	11/15/2014	Hall rental October meeting		\$ 25.00
	2/15/2015	Transfer to savings		\$ 500.00
		<b>Subtotal:</b>		<b>\$ 768.95</b>
		checking account ending balance	\$	<b>861.16</b>

<b>Savings</b>		savings previous balance	\$	<b>823.04</b>
	10/31/2014 interest			\$ 0.04
	11/30/2014 interest			\$ 0.03
	12/31/2014 interest			\$ 0.04
	1/30/2015 interest			\$ 0.03
	2/28/2015 interest			\$ 0.03
		<b>Subtotal:</b>		<b>\$ 0.17</b>
		savings account ending balance	\$	<b>823.21</b>

<b>Scholarship CD</b>		scholarship CD previous balance	\$	<b>7,000.33</b>
	10/3/2014 Interest			\$ 2.88
	11/3/2014 Interest			\$ 2.97
	12/3/2014 Interest			\$ 2.88
	1/3/2015 Interest			\$ 2.98
	2/3/2015 Interest			\$ 2.98
		<b>Subtotal:</b>		<b>\$ 14.69</b>
		scholarship CD ending balance	\$	<b>7,015.02</b>

# EXAMPLE 2

## State Treasurer's Budget Report

<b>NMGC, Inc. 2015-2016 Budget starting June 01, 2015</b>				
<b>Approved March 25, 2015</b>				
		Actual as of 10/25/2015	Actual as of 3/30/2016	Proposed 2016-2017 Budget
<b><i>Income</i></b>				
May 31, 2015 Carry Over	4000	(2307.63)	(2307.63)	1612
Dues	4300	4432.00	4586.00	4500
Interest Income	5	1.74	11.97	10
Convention/Meeting Income	200	1593.19	1593.19	200
Convention (seed loan)	500			500
Fall Board Meeting (seed loan)	500			500
Award Income	0			0
Other Income	0	176.32	1701.32	0
Total Income	9505	3895.62	5584.85	7322
<b><i>Expenses</i></b>				
President	3500	851.00	1922.14	3500
President's Life Membership	0		200.00	0
Office Expense	100	175.86	218.76	200
New Mexico Gardener	500	486.71	599.98	600
NGC Dues	300	283.50	294.00	300
State Corporation Fee	10	50.00	50.00	10
South Central Region Dues	100			100
Chairmen Expenses	100	69.08	69.08	100
Conventions (seed loan)	500			500
Fall Board Meeting (seed loan)	500			500
NMGC, Inc. Website	150			150
Publications, Printing	200			200
Albuquerque Garden Center	150		150.00	150
Archives	150		150.00	150
Awards	350			350
Flower Show	0			0
Smokey Bear/Woodsy Owl	200	167.63	167.63	200
Miscellaneous	100	151.32	151.32	100
Board approved transfers	0			0
Carryover	2595			
Total Expenses	9505	2235.10	3972.91	7110
Balance in General Fund	0	1660.52	1611.94	212