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**[PCC Name] Treasurer’s Report**

(Reporting Period: mm/dd/yy – mm/dd/yy)

**Beginning Balance as of [mm/dd/yyyy] $0000.00**

**Revenue/Receipts/Deposits**

Dividends/Earned Interest $0.00

Membership dues/fees 0.00

Sponsorship donations (cash) 0.00

Educational seminars/workshop fees 0.00

Vendor shows/exhibits fees 0.00

Other (explain) 0.00

Total Revenue/Receipts/Deposits $0.00 0.00

**Balance Before Disbursements/Expenses $0000.00**

**Executive Board Meetings**

Facility:

Rooms $0.00

Food 0.00

Other 0.00

**General Membership Meetings**

Flyers 0.00

Postage 0.00

Insert and Mailing 0.00

Registration Materials:

Awards 0.00

Door Prizes 0.00

Badges 0.00

Refund/Credit Card 0.00

Facility:

Rooms 0.00

AV/Electric 0.00

Food 0.00

Other 0.00

**Newsletter**

Printing 0.00

Pre-Press 0.00

Postage 0.00

Insert and Mailing 0.00

**Membership Promotion**

Printing 0.00

Postage 0.00

Insert and Mailing 0.00

List Rental/Purchase 0.00

Other 0.00

**Educational Seminars/Workshops**

Registration Materials 0.00

Facility:

Rooms 0.00

AV/Electric 0.00

Food 0.00

Other 0.00

**Online Service**

Web site design 0.00

Maintenance 0.00

Other 0.00

**Administrative Services**

Fixed Fee Services 0.00

Hourly Fee Services 0.00

Out-of-Pocket Expenses 0.00

Audit 0.00

Other 0.00

Total Disbursements/Expenses ($0.00) (0.00)

**Ending Balance as of mm/dd/yyyy] $0000.00**

**Financial Notes:**

1. xxxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxxx

**Prepared by:**

**Date:** mm/dd/yyyy

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