Idaho Community Action Network
L.F.P. Treasurer/Fundraising Report

LFP:_____ Date:_____

Contact Person:_____ Phone:_____

Report for the Month of:_____ Food Ordering Meeting Date:_____

Main ICAN Food Fund Account Information:

- $ Collected in Membership: $_____

- $ Collected in Activity Fees for Food: $_____

- 10% Collected for the ICAN State Office: $_____

- Other Money deposited: $_____ For:_____

- Total Deposits into the Main Food Fund Account: $_____

- Balance in the Cash Flow Account: $_____

Local Petty Cash Account Information:

- Total Money Deposited: $_____

- The deposits came from the following sources:_____

  _____

- Total the LFP Spent a total of $ _____ in transportation/gas costs

- Total the LFP Spent a total of $ _____ in office supplies

- The LFP Spent $ _____ Reason:_____

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- Beginning Month Balance: $ _____

- End of Month Balance: $ _____

Local Food Program: _____

Contact Person: _____   Phone Number: _____

Month of: _____

Monthly Balance Sheet

Check Book

Beginning of month checkbook balance: '$ _____

Total deposits made in the month: = $ _____

Total withdrawls made in the month: = $ _____

End of the month checkbook balance: = $ _____

Bank Statement

Withdrawls that have not cleared:

Check #	Amount
	$
	$
	$
	$
	$
	$
	$
Total:	$

Bank Statement balance: $ _____

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Total of checks that have not cleared: $ _____

End of the month reconciled balance: = $ _____
(Should equal the end of the month checkbook balance)

Treasurer's Log

Local Food Program: _____

Contact Person: _____   Phone Number: _____

Month of: _____

Deposits into Petty Cash: – _w_ _reciepts_

Date	Reasons for the deposit	In the amount of
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

End of the Month Total Deposits: $

Withdrawls & Checks from Petty Cash (write checks down in order of check number):

Check Number	Date	Check made out to:	Reason	In the amount of
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

End of Month Total Check and Withdrawls: $

WItH reciepts!