

Treasurer report templates

Two documents in one: the monthly one-pager for committee meetings, and the annual report for the AGM. Keep categories identical in both.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

Part one: the monthly one-pager

[Club name] treasurer report - [month, year]

The position

- Cash at bank today: [amount]
- Owed to the club (unpaid subs, invoices out): [amount]
- Owed by the club (bills due, commitments made): [amount]
- Position against budget for this point in the year: [ahead / behind, amount]
- Reserves floor agreed by committee: [amount] - currently [above / below]

Subs tracker

- Members invoiced: [n] Paid: [n] Outstanding: [n]
- Chases sent this month: [n] Lapsed and removed: [n]

Needs a committee decision

[Anything over the treasurer's own authority, or any line trending wrong. Awkward numbers go here, first.]

Part two: the annual report for the AGM

[Club name] annual accounts - year ended [date]

Income by category

- Subscriptions: [this year] ([last year])
- Events and competitions: [this year] ([last year])
- Grants received: [this year] ([last year])
- Bar, galley or social: [this year] ([last year])
- Other: [this year] ([last year])

Expenditure by category

- Facilities and utilities: [this year] ([last year])
- Insurance and affiliation: [this year] ([last year])
- Equipment and maintenance: [this year] ([last year])
- Coaching and training: [this year] ([last year])

- Other: [this year] ([last year])

Balances and reserves

- Opening balance: [amount] Closing balance: [amount]
- Surplus or deficit for the year: [amount], because [one honest sentence]
- Reserves against the agreed floor of [amount]

Sign-off

Treasurer, name and date: _____

Independent examiner (where required), name and date:
