

## Steward's Report

<b><u>Chapter:</u></b>			
<b><u>Steward:</u></b>			
<b><u>Date:</u></b>			
<b><u>Revenue and Resources:</u></b>		<b><u>Checking:</u></b>	
Donation		Beginning Balance:	
Site Fees		Deposit:	
		Withdrawal:	
		Transfers: (+)	
<b>Total Revenue:</b>		Transfers: (-)	
<b><u>Expenses:</u></b>		<b>Total Bank Balance:</b>	
		<b><u>PayPal Account:</u></b>	
		Beginning Balance:	
		Revenue Added:	
		Expenses:	
		Transfer to Checking:	
		<b>PayPal Balance:</b>	
		<b><u>Petty Cash On Hand:</u></b>	
		Beginning Balance:	
		Revenue Added:	
		Expenses:	
		Deposit to Checking:	
		<b>Total Petty Cash:</b>	
		<b><u>Available Funds:</u></b>	
		Bank Account:	
<b>Total Expenses :</b>		PayPal Account:	
<b><u>Petty Cash Breakdown:</u></b>		Petty Cash On Hand:	
100's		<b>Total Funds:</b>	
50's		<b><u>Memberships Sent to Imperial:</u></b>	
20's		Amount:	
10's			
5's			
1's			
Change			
Other			
<b>Total Petty Cash:</b>		<b>Notes:</b>	

X \_\_\_\_\_ . In using this electronic signature, I certify that the information above is complete and correct to the best of my knowledge.

**Memberships (Send to Imperial)**

Legal Name:	Date Received:	New or Renewal:	Membership Type:	Amount Received:	Date Sent:
<b>Total Memberships:</b>					





