

## TREASURER'S REPORT - SUMMARY

This page contains only a general **SUMMARY** of the BeeHive Area financial transactions of the month indicated. If the reader desires a more in depth view of the Area's finances for the month, it may be found in the **DETAILS** report contained in the pages following this summary.

Month: 20

<b>Bank Statement Balance as of:</b>		<b>Amount</b>
<b>Outstanding Checks/Debits</b>	-	
<b>Opening Bank Balance</b>		
<b>This Month's Income:</b>		
Donations		
Literature Sales		
<b>Total Income This Month</b>	+	
<b>This Month's Expenses Paid From:</b>		
General Fund		
Gen Op Exp Reserve		
Events Reserve		
Literature Re-Supply Fund Reserve		
Special Savings Fund Reserve		
Regional Donation Fund Reserve		
<b>Total Expenses Paid This Month</b>	-	
<b>Closing Bank Balance</b>		

This Month's H&I, PR Literature Order	
This Month's Allocation to Regional Donation Fund	

**Prudent Reserves Reconciliation:**

Budgeted Reserves	Budgeted	Opening	Closing	Spent	% Full
Gen Op Exp Reserve	\$935.00				
Events Reserve	\$700.00				
Donated Lit Reserve	\$250.00				
<b>Total Budgeted Reserves</b>	<b>\$1,885.00</b>				

Note:

Non-Budgeted Reserves	Opening	Closing
Lit Re-Supply Fund		
Special Savings Fund(s)		
Regional Donation Fund		
<b>Total Non-Budgeted Reserves</b>		

<b>Total Closing Prudent Reserves</b>		<b>IF FULL</b>	<b>CURRENT</b>

<b>Closing Available Cash On Hand (Closing Bank Balance - Closing Current Reserves)</b>	
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**NOTE:** Per BeeHive ASC Policy, there should be no left over Cash-On-Hand at the Close of the month





**Budgeted Expense Reconciliation (cont)**

Available General Fund Balance ----->	
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(from Page 2)

**Budgeted Events Expenses :**

DE-11

Event Expense Items	For	AMOUNT	Ck#
<b>Sub Total Event Expense Items</b>			

(from checks and debit card pmts)

Paid From:	Gen Fund	Reserves

**Events Expense Reserve Reconciliation:**

Events Reserves	Budget	Current	Spent
Opening Reserves			
Interim Events Reserves			
Additional allocation from General Fund			<-----
Closing Events Reserve			

<---- (from Page 1)

<---- Includes amount **Paid From: Reserves** above

<----- Amount added to Reserves

-----> (to **Closing Events Reserve - Summary Page**)

Available General Fund Balance ----->	
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**Budgeted Donated Literature Expenses:**

DE-11

Total Donated Literature this Month	Amount
H&I	
PR	
Other *	
<b>Sub-Total Donated Literature</b>	<b>\$0.00</b>

(from H&I and PR Literature requests)

----> added to the **Lit Re-Supply Fund Reserve** - Page 4

**Donated Literature Reserves Reconciliation:**

Donated Lit Reserves	Budget	Current	Spent
Opening Reserves			
Interim Don Lit Reserves			
Additional allocation from General Fund			<-----
Closing Don Lit Reserves			

<---- (from Page 1)

<---- Includes this month's Donated Literature from above

<----- Amount added to Reserves

-----> (to **Closing Donated Lit Reserve - Summary Page**)

Available General Fund Balance ----->	
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(to Page 4)

Available General Fund Balance ----->

**Non-Budgeted Expense Reconciliation:**

**Savings Fund(S) Reconciliation:**

Opening Savings Fund Reserves		<----- (from page 1)
Allocations to Spacial Savings Fund	Amount	DE-13
Additional Allocations to Savings Funds		may NOT exceed the <b>Available General Fund Balance</b> above
Payments from Savings Fund(s):		Ck# DE-14
Total Savings Fund(s) Expenses		
Closing Savings Fund Reserves		-----> (to <b>Closing Special Savings Fund(s) Reserve</b> - Summary Page)

Remaining General Fund Balance ----->

**Note:** per BeeHive ASC Policy Remaining General Fund is first used to replenish Prudent Reserves. The remainder is allocated to the Regional Donation Fund.

**Regional Donation Fund Reconciliation**

Opening Regional Fund Reserve		<----- (from Page 1)
This Month's Regional Donation +		<----- from <b>Remaining General Fund Balance</b> above
Regional Donation Payments	AMOUNT	Ck# DE-15
Total Regional Donation Payments		
Closing Regional Donation Fund Balance		-----> (to <b>Closing Regional Donation Fund Reserve</b> - Summary Page)

Closing Available General Fund Balance (Cash-on-Hand)

**NOTE:** Per BeeHive ASC Policy, there should be no Available Cash-On-Hand at the Close of the month

**Literature Open Orders Re-Supply Fund Reconciliation**

Opening Lit Re-Supply Fund Bal		<----- (from page 1)
Total Lit donated this month		<----- (from page 3)
Total Lit Sales this month		<----- (from page 1)
Paid from Lit Re-Supply Fund	AMOUNT	Ck# DE-16
Total Lit Open Orders Paid this month		
Closing Lit Re-Supply Fund Balance		-----> (to <b>Closing Lit Re-Supply Fund Reserve</b> - Summary Page)

Total Expenses/Debits

Closing Bank Balance (total funds in account)