**(DD/MM/YY)**

FROM: **(PO's Name & Address)**

SUBJECT: **Quarterly Income and Expense Statement for the Second Quarter (Jan – Mar XX) and Attached Bank Statemet**

### SAMPLE

 **This This**

## **Income Quarter Year-to-Date**

Membership Dues $ 100 $ 1,200

Savings Account Interest $ 10 $ 120

Bake Sale $ 150 $ 300

Car Wash $ 700 $ 2,000

Christmas Party $ 1,000 $ 1,000

Special Fund Raiser 0 $ 500

TOTAL INCOME & RECEIPTS $ 1,960 $ 5,120

 **This This**

## **Expenses Quarter Year-to-Date**

Car Wash Supplies $ 100 $ 400

Christmas Party $ 1,000 $ 1,000

Bake Sale $ 50 $ 100

Special Fund Raiser $ 0 $ 100

Donations $ 500 $ 1,000

Awards $ 100 $ 1,800

Misc. $ 50 $ 400

TOTAL EXPENSES $ 1,800 $ 4,800

NET INCOME (LOSS) $ 160 $ 320

CURRENT ASSETS (includes cash, receivables, investments, etc.) $XXX.XX

**YOUR NAME (No Rank, etc.) PO OFFICER’s NAME (No Rank, etc.)**

**Treasurer President**

**(\*Signed by Treasurer & One PO Officer)**