

Mary Bridge Brigade
 Guild Summary of Cash Receipts and Disbursements

FY 2016: January 1 - December 31, 2016

Guild

Beginning Balance:	\$ Amount
1. Cash on hand (i.e. petty cash)	
2. Savings account balance - 12/31/2015	
3. Checking account balance - 12/31/2015	
4. TOTAL Beginning Balance (add lines 1 through 3)	-

Cash Receipts: (Gross Income)	\$ Amount
5. Donations received	
6. Coins For Kids collected	
7. Dues collected	
8. Commemorative/Honor Gifts received	
9. Projects/Fundraising Income received	
10. Raffle Ticket Sales	
11. Interest income from checking, savings, CD's etc.	
12. OTHER (please identify) _____	
13. OTHER _____	
14. OTHER _____	
15. TOTAL Cash Receipts (add lines 5 through 14)	-

Cash Disbursements: * Funds to Mary Bridge Brigade Office	\$ Amount
16. * Donations	
17. * Coins For Kids	
18. * Dues	
19. * Commemorative/Honor Gifts	
20. * Projects/Fundraising Proceeds	
21. * Raffle Ticket Receipts	
22. Fundraising expenses	
23. Bank fees	
24. OTHER (please identify) _____	
25. OTHER _____	
26. OTHER _____	
27. TOTAL Cash Disbursements (add lines 16 through 26)	-

Ending Balance:	\$ Amount
28. Cash on hand (i.e. petty cash)	
29. Savings account balance - 12/31/2016	
30. Reconciled Checking account balance - 12/31/2016	
31. TOTAL Ending Balance (add lines 28 through 30)	-

RECONCILIATION: (add lines 4 & 15; subtract lines 27 & 31)	-
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Guild Summary provided by: Total should be zero, if balanced.

Guild Treasurer (Representative)	Date	Phone/Email
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