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\$ _____
Club/Group Name

Monthly Treasurer's Report

1. State the beginning balance:

Date: _____ Balance: _____

2. Indicate money received:

Amount \$ _____ for what purpose _____

Amount \$ _____ for what purpose _____

Amount \$ _____ for what purpose _____

Total received: \$ _____

3. State the expenses:

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

Total expenses: \$ _____

4. Indicate closing balance:

Date: _____ Closing balance: \$ _____

If the club or group has a checking account, do the following:

Add back checks that have not shown up on the bank statement plus _____

Subtract deposits not showing up on the bank statement minus _____

Adjusted balance should agree with the bank statement equals _____

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____

Date: _____ Date: _____

LETTERS OF RECOMMENDATION FORMAT AND SAMPLES:

<http://databank.about.com/od/lettersofrecommendation/>

Personal Recommendation Letter Template

Situation
When writing a personal recommendation letter, include a salutation (Dear Dr. Joyce, Dear Mr. Meek, etc.). If you are writing a general letter, say "To Whom It May Concern" or simply don't include a salutation and start with the first paragraph of the letter.

Paragraph 1
The first paragraph of the personal recommendation letter explains how you know the person you are recommending and why you are qualified to write a recommendation letter to recommend employment or graduate school. With a personal letter, you are writing a recommendation simply because you know the person and their character.

Paragraph 2
The second paragraph of a recommendation letter contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

Paragraph 3
When writing a specific letter endorsing a candidate for a particular job opening, the recommendation letter will include information on how the person's skills match the position they are applying for.

Summary
This section of the recommendation letter contains a brief summary of why you are recommending the person. Start that you "highly recommend" the person or you "recommend without reservation" or something similar.

Conclusion
The concluding paragraph of the recommendation letter contains an offer to provide more information. Include a phone number within the paragraph, include the phone number and email address in the return address section of your letter, or in your signature.

Sincerely,
Your Name
Title

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