NASDPDA Monthly Financial Report & Transparency Checklist

The North Augusta School of Dance Parent Dance Association

Reporting Month: _____

Prepared By: _____

Position: _____

Date Presented: _____

Monthly Financial Report

1. Beginning Balance

Bank Balance at Start of Reporting Period:

$_____

---

2. Income Received This Month

Fundraising Events

Event Name: _____

Event Chair: _____

Gross Amount Collected:

$_____

Expenses Paid:

$_____

Net Amount Added:

$_____

(Repeat for each fundraising activity)

Donations / Sponsorships

Company or Donor Name:

Amount Received:

$_____

Date Received:

Other Income

Description:

Amount:

$_____

---

3. Total Income This Month

Total Money Received:

$_____

---

4. Expenses Paid

Date | Description | Amount | Approved By

---

5. Current Financial Position

Beginning Balance:

$_____

-

Income Received:

$_____

-

Expenses Paid:

$_____

=

Current Balance:

$_____

---

6. Fundraising Event Accountability

For each event completed:

☐ Event had approved chairperson

☐ Minimum volunteer requirement was met

☐ Volunteer hours were documented

☐ Money was counted by two individuals

☐ Deposit was completed promptly

☐ Deposit receipt was attached

☐ Event report was completed

☐ Expenses were documented

---

7. Money Handling Checklist

For all funds received:

☐ Money was never kept personally by a volunteer

☐ Cash was counted by at least two people

☐ Both individuals signed the count sheet

☐ Deposit was made into the NASDPDA account

☐ Deposit receipt is attached

☐ Records match bank activity

---

8. Outstanding Items

Items needing board attention:

---

9. Board Review

The NASDPDA board has reviewed this financial report and confirms that:

☐ Income has been documented.

☐ Expenses have been documented.

☐ Deposits match submitted records.

☐ Financial records are available for membership review.

☐ Questions from members have been addressed.

Questions or Member Comments

Signatures

Treasurer:

Signature: _____

Date: _____

President:

Signature: _____

Date: _____

Vice President:

Signature: _____

Date: _____

Attachments Included:

☐ Bank statement

☐ Deposit receipts

☐ Expense receipts

☐ Event reports

☐ Donation documentation

☐ Volunteer hour records

☐ Meeting notes reflecting approval of expenses