

**Student Government Organization
New Jersey City University**

Monthly Financial Report

Organization _____

For the month of _____

I. Opening Balance: \$ _____

Additional Allocations: \$ _____

Total Funds: \$ _____

II. List event, date and funds used from event lines:

<u>Event</u>	<u>Date</u>	<u>Funds applied</u>
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Total Expenditures: \$ _____

Less Revenue from Event: \$ _____

Net Revenue(Net Expenditure): \$ _____

III. Closing Balance: \$ _____

Notes:

Signature Club Treasurer/ President

Signature SGO VP Finance & Admin.

Submit to VP of Finance & Administration by 4pm the first Wednesday of each month. Failure to do so will cause the organization's budget to be frozen pending submission and review by the Finance Committee.

