

## Herald's Financial Report Worksheet

**Income**

Money on hand at the beginning of the period \$ \_\_\_\_\_ +

Money received as donations \$ \_\_\_\_\_ +

**Device Submissions**

Quantity	@	Amount
_____	@	_____
_____	@	_____
_____	@	_____

Total Device Submission money \$ \_\_\_\_\_ +

Other Income (explain) \$ \_\_\_\_\_ +

**Total Income** \$ \_\_\_\_\_

**Expenses**

Money Sent to Pennon \$ \_\_\_\_\_ +

Postage \$ \_\_\_\_\_ +

Office Expenses (Copies, supplies, etc.) \$ \_\_\_\_\_ +

Research Material (list) \$ \_\_\_\_\_ +

Other (Explain) \$ \_\_\_\_\_ +

**Total Expenses** \$ \_\_\_\_\_

**Total Income Less** \$ \_\_\_\_\_ -

**Total Expenses** \$ \_\_\_\_\_

**Total Monies Less** \$ \_\_\_\_\_ -

**Total on Hand** \$ \_\_\_\_\_

**Over/Short** \$ \_\_\_\_\_