Financial Transaction Log

School Year: **2018/2019**

Activity Name: _____

Advisor Name: _____ Opening Balance: $_____

Student Treasurer: _____

DATE	TRANSACTION DESCRIPTION ...how income earned ...to whom check is paid ...reason for entry	DEPOSIT amount $	receipt #	PAYMENT amount $	check #	BALANCE FORWARD $_____	(deposits) sales tax when due *	officer posting initials

for club reference

*Sales tax is __NOT__ to be deducted from account balance until club receives notice from Central Treasurer that it is paid from account.

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