

Clubhouse Kids Monthly Expense Report

Center: _____

Monthly Allotment: _____

Period: _____

Category of Items: _____

Keep ALL Receipts from purchases, and return them with the change from purchases to the lock box.
The total of all receipts plus all money in the lock box should always equal the amount written above.

No.	Receipt Date	Name of Store	Amount Spent	Description of Items Purchased
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Office Use

Period End **Receipt** Amount: \$ _____ Notes

Period End **Cash** Amount: \$ _____

Overage or Shortage Amount: \$ _____

Date of Count: _____

Office Staff Initials: _____