

Monthly Church Treasurer's Report

A simple one-packet template for reporting church finances to your pastor, board, or finance committee.

Church

Month / Year

Prepared by

1. Cash at a Glance

Account	Beginning balance	+ Money in	– Money out	= Ending balance
Operating Checking	\$	\$	\$	\$
Savings / Reserve	\$	\$	\$	\$
Building Fund Account	\$	\$	\$	\$
	\$	\$	\$	\$
Total cash	\$	\$	\$	\$

Ending balances should match your reconciled bank statements.

2. Income & Expense Summary

Category	This month	Year to date	Budget YTD	Over / (under)
Tithes & Offerings	\$	\$	\$	\$
Designated Gifts	\$	\$	\$	\$
Other Income	\$	\$	\$	\$
Total Income	\$	\$	\$	\$
Salaries & Benefits	\$	\$	\$	\$
Facilities & Utilities	\$	\$	\$	\$
Ministry Programs	\$	\$	\$	\$
Missions & Benevolence	\$	\$	\$	\$
Administrative	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$
Net Income / (Loss)	\$	\$	\$	\$

3. Fund Balances				
Fund	Beginning	+ Received	– Spent	= Available
General Fund	\$	\$	\$	\$
Building Fund	\$	\$	\$	\$
Missions	\$	\$	\$	\$
Benevolence	\$	\$	\$	\$
Youth Ministry	\$	\$	\$	\$
	\$	\$	\$	\$
Total all funds	\$	\$	\$	\$

For churches that keep cash-basis books, the total of all funds should equal total cash (plus investments) on page 1.

4. Giving Summary				
	This month	Same month last year	Year to date	YTD last year
General giving	\$	\$	\$	\$
Special offerings	\$	\$	\$	\$
Total giving	\$	\$	\$	\$

5. Notes for Leadership
Explain anything unusual in plain language — for example: “Giving was steady, maintenance was higher because of a furnace repair, and the building fund remains set aside for the roof project.”

Before you share this report

Take a few minutes to confirm the books are complete. Even simple reports can mislead if bookkeeping isn't up to date.

☐	All offerings and donations for the month have been entered
☐	Major bills and payments have been recorded
☐	Bank accounts are reconciled and balances match statements
☐	Transfers between accounts were entered correctly
☐	Unusual transactions and unclear categories have been reviewed
☐	Designated gifts were posted to the right fund

Tips for presenting to leaders

- **Lead with the story, not the spreadsheet.** Open with two or three sentences on how the month went.
- **Use the same format every month** so leaders learn where to look.
- **Highlight what changed.** Point out anything over budget, unusually high, or unexpected.
- **Keep donor details private.** Leadership usually needs giving totals, not individual gifts.
- **Keep account names familiar** and be ready to explain terms without jargon.

Treasurer signature

Date

Reviewed by

Date

Run these reports with a click

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