

ORGANIZATION SUPPORT AND ASSISTANCE PROGRAM (OSAP)

Report 3.0 FINANCE

Every organization is expected to submit monthly financial report. This report should be submitted with supporting documents like photocopies of official receipts. To manifest transparency and accountability, the same report must be made available or presented to the members either through private bulletin board or during regular meeting.

PARTICULARS		CAPITAL
Income:		
Cash Beginning Balance, JUNE		2.00
Collection for the month of JUNE		2.00
Total budget as of JUNE		4.00
Expenses:		
Meeting	1.00	
Tutorial	2.00	
Total expenses	3.00	3.00
Cash Ending Balance as of JUNE		1.00

Prepared by

TREASURER
SIGNATURE OVER PRINTED NAME

PRESIDENT
SIGNATURE OVER PRINTED NAME

MODERATOR
SIGNATURE OVER PRINTED NAME

DATE SUBMITTED