****

**\*\*STATION NAME – WESTERN CAPE**

**COMMUNITY POLICE FORUM**

tel: 021.xxx.yyy / email: email@gmail.com

num street, town, province, postal code

**\*\*STATION NAME CPF MONTHLY TREASURY REPORT ON FIRST NATIONAL BANK ACCOUNT NUMBER XXXXXXXX [SAMPLE TEMPLATE].**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FINANCIAL SUMMARY REPORT:** |  | ***RECIEPT / INVOICE*** | ***AMOUNT*** | ***EFTCASHCARD*** |
| **Month - Reporting period:** | **DECEMBER****2017** |  | Date / Shop NameDescription |  |  |
| **1** | **Opening Balance** | **00.00 cr** |  | Date / Shop NameDescription |  |  |
| 2 | *Income from DoCS* | *00.00* |  | Date / Shop NameDescription |  |  |
| 3 | *Income from other sources* | *00.00* |  | Date / Shop NameDescription |  |  |
| **4** | **Total Income (Funds Received)** | **00.00 cr** |  | Date / Shop NameDescription |  |  |
| 5 | *Cash Transactions: Project Expenses, Allowances, Donations, Reimbursements, Transport, Other, etc* | *00.00* |  | Date / Shop NameDescription |  |  |
| 6 | *EFT/Card Transactions: Project Expenses, Allowances, Donations, Reimbursements, Transport, Other, etc* | *00.00* |  | Date / Shop NameDescription |  |  |
| **7** | **Total Expenditures (Funds Used)** | **00.00 dr** |  | Date / Shop NameDescription |  |  |
| **8** | **Bank Charges (Service Fees, etc.)** | **00.00 dr** |  | Date / Shop NameDescription |  |  |
| **9** | **Other Entries, Transactions, Refunds & Adjustments** | **-** |  | Date / Shop NameDescription |  |  |
| **10** | **Closing Balance** | **00.00 cr** |  | Date / Shop NameDescription |  |  |

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*submitted by:* *accepted by*:

*date: date:*