

For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

Dean of Students  
(714) 278-3211, TSU 235

Student Leadership Institute  
(714) 278-5999, TSU 235

Student Organization Area  
(714) 278-7622, TSU 245

Associated Students Accounting  
(714) 278-2404, TSU 224



**California State University, Fullerton**  
Dean of Students Office  
Titan Student Union 235  
P.O. Box 6830, Fullerton, CA 92834-6830  
**714.278.3211**  
[www.fullerton.edu/deanofstudents](http://www.fullerton.edu/deanofstudents)

CAL STATE FULLERTON  
**STUDENT AFFAIRS**

We would like to thank the University of California, Irvine Office of the Dean of Students for use of their publication in creating this brochure.

## Financial reporting to your group

You may wonder if recording, reconciling, and balancing your organization's ledger are really necessary. This information is crucial data that an organization needs in order to operate effectively and successfully. The question asked most frequently by members is "How much is available for us to spend?" The financial report will give you a global picture of the kind of transactions that have occurred and accurate feedback as to how the organization is doing financially. One of the many duties of a financial officer is that of preparing financial reports. The following guidelines will assist you in carrying out this assignment.

- ◆ Include type of report and dates the financial report is covering
- ◆ Total class code descriptions (i.e. postage- \$782, printing-\$542)
- ◆ Total and list alphabetically each revenue description and amount determine
- ◆ Total revenues and list alphabetically each expense description and amount

## Annual Financial Report

### July 1, 2000-June 30, 2001

|               |    |        |
|---------------|----|--------|
| Receipts      |    |        |
| Contributions |    |        |
| Dues*         | \$ | 100.00 |
| Fundraisers   |    | 800.00 |
| SnoCone       |    | 700.00 |
| T-Shirt Sales |    | 800.00 |
| Interest      |    | 50.00  |

**TOTAL RECEIPTS \$2,450.00**

|                    |    |        |
|--------------------|----|--------|
| Disbursements      |    |        |
| Club Registration  | \$ | 30.00  |
| Miscellaneous      |    | 75.00  |
| Petty Cash         |    | 40.00  |
| Philanthropy       |    | 150.00 |
| Postage            |    | 75.00  |
| Printing           |    | 200.00 |
| Purchases          |    | 400.00 |
| {SnoCone supplies} |    |        |
| Refreshments       |    | 120.00 |
| Supplies           |    | 150.00 |
| T- Shirts          |    | 550.00 |
| Facilities         |    | 100.00 |

**TOTAL DISBURSEMENTS \$1,890.00**

|                               |            |
|-------------------------------|------------|
| Total Revenue                 | \$2,450.00 |
| Total Expenses                | 1,890.00   |
| Profit                        | 560.00     |
| Balance-<br>June 30, 2000     | 200.00     |
| Net Balance-<br>June 30, 2001 | \$760.00   |

A total of \$64.00 remains July 1, 2000 – June 30, 2001 outstanding, due to non-payment of dues from 8 members.

Prepared by: Rich Phan, Treasurer

- ◆ Determine total expenses
- ◆ At the end of the report include:
  - 1st Total Revenue
  - 2nd Total Expenses
  - 3rd Profit or loss
  - 4th Beginning balance of the reporting period
  - 5th Net Balance as of present date
- ◆ Note comments that may reflect any balances of their true amount.
- ◆ Include name, title, and organization of person responsible for preparing the financial report.
- ◆ Financial reports should be prepared monthly, quarterly, semi-annually and annually.
- ◆ Each month present financial report to organizations' members.
- ◆ Student organizations must keep their accounts in an associated students or foundation trust account.