



Canadian Media Guild
La Guilde canadienne des médias
TNG Canada / CWA

Location Unit Financial Report
(example)

Date Submitted: _____

Location Unit: _____

Report for the Period:

<i>Description</i>	<i>Amount</i>
Opening Balance in Account	\$1000.00
Add: Deposit(s) (ie. Quarterly dues payments)	250.00
Account Interest	5.00
Subtract: Cheques Issued in Period	
(ie. chq # 1, x-mas party donation	-200.00
chq # 2, lunch for membership meeting)	-100.00
Account Service Charges and Bank Fees	-10.00
Closing Balance in Account	945.00
Add: Value of Investment Certificates (if applicable)	1234.00
Total Available Cash	2179.00

Note: The closing balance in the account for a period should be the opening balance in the account for the next period.

Signature of Local Treasurer: _____