**HCC Treasurer's Report**

**Date:** [Insert Date]

**To:** [Board/Committee Name]

**From:** [Your Name], HCC Treasurer

**1. Current Budget Line-Item Standings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Line Item** | **Approved Budget** | **Amount Spent** | **Remaining Budget** |
| [Line Item 1] | $[Amount] | $[Amount] | $[Amount] |
| [Line Item 2] | $[Amount] | $[Amount] | $[Amount] |
| [Line Item 3] | $[Amount] | $[Amount] | $[Amount] |
| **Total** | $[Total] | $[Total] | $[Total] |

**2. Recent Expenditures**

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Amount** |
| [Date] | [Description of Expense] | $[Amount] |
| [Date] | [Description of Expense] | $[Amount] |
| [Date] | [Description of Expense] | $[Amount] |
| **Total** |  | $[Total] |

**3. Anticipated Expenditures**

|  |  |  |
| --- | --- | --- |
| **Expected Date** | **Description** | **Estimated Amount** |
| [Date] | [Description of Expense] | $[Amount] |
| [Date] | [Description of Expense] | $[Amount] |
| [Date] | [Description of Expense] | $[Amount] |
| **Total** |  | $[Total] |

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**HCC Treasurer HCC Chairperson**