

BRANCH MONTHLY FINANCIAL REPORTING FORM

Month and Year: _____

Please complete the following information to provide a monthly report for your branch:

1. Executive Summary:

Provide a brief overview of the financial status of the branch, highlighting key financial metrics and achievements during the reporting period.

2. Income Statement:

Present a summary of the branch's revenues and expenses for the reporting period. Include the following sections:

a. Income:		b. Expenses:	
Membership fees		Salaries and wages	
Donations and grants		Office rent and utilities	
Fundraising events		Admin and Program expenses	
Other sources of income:		Marketing and promotional expenses	
Other sources of income:		Funds paid over to head office	
Other sources of income:		Other operating expenses	
TOTAL INCOME		TOTAL EXPENSES	

3. Balance Sheet:

Outline the branch's assets, liabilities, and equity as of the end of the reporting period. Include the following sections:

a. Assets:		b. Liabilities:	
Cash and Cash equivalents		NOTE THAT NO BRANCH EXECUTIVE MEMBER, VOLUNTEER, SUPPORTER OR AFFILIATE IS AUTHORISED TO ENTER INTO ANY CONTRACT THAT CREATES A LIABILITY ON BEHALF OF THE NATIONAL COLOURED CONGRESS. ANY LIABILITY WILL BE DENIED BY THE NATIONAL COLOURED CONGRESS AND ITS OFFICIALS AND THE BRANCH MEMBER SHALL BE HELD SOLELY LIABLE FOR THE DEBT OR LIABILITY INCURED.	
Accounts receivable			
Inventory (if applicable)			
Investments			
Property and equipment			
Other assets			
TOTAL ASSETS		TOTAL LIABILITIES	NONE
c. Equity:			
Retained earnings		Other equity components	
Reserves		TOTAL EQUITY	

4. Cash Flow Statement:

Provide a summary of the branch's cash inflows and outflows during the reporting period. Include the following sections:

a. Operating Activities:		B. Financing Activities:	
Cash received from Membership fees and Donations		Cash inflows/outflows from Loans or Other financing sources	
Cash paid for Salaries and wages		b. Investing Activities:	
Cash paid for operating expenses		Cash inflows/outflows from Investments	

5. Financial Ratios and Analysis:

Include key financial ratios and analysis to assess the branch's financial performance and stability. This may include profitability ratios, liquidity ratios, and solvency ratios.

profitability ratios:		liquidity ratios:		solvency ratios:	
-----------------------	--	-------------------	--	------------------	--

6. Future Outlook:

Provide a brief discussion on the branch's future financial goals, challenges, and strategies for improvement.

FOR OFFICIAL USE ONLY - NOT FOR BRANCH USE

NOTES BY PEC TREASURER AND TG