

# Soroptimist International of La Mesa Committee Income/Expense Report



Committee
Chair

Year
Budgeted Amt

Total Income
Total Expenses
Profit/Loss

#Attendees	#Guaranteed
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### Income

Deposit Date	Amount	Cash/Ck/CC	Note

### Expenses

Payment Date	Amount	SILM Check #	Note

**Keep copies of all Receipts, Checks, etc.**  
 For all Expenses: Fill out check request, give check request and original receipts to Treasurer, keep copy of check request and receipts in your notebook.  
 For all Monies Received: Fill out Income Sheet, give payment sheet and all checks/cash to Treasurer, keep copy of all income sheets and checks in your notebook.



