

MAPLE SPRINGS BAPTIST CHURCH

4131 Belt Road
 Capitol Heights, MD 20743



MINISTRY MONTHLY FINANCIAL REPORT

MINISTRY: _____ **REPORTING MONTH:** _____

Balance held by ministry at the beginning of month (1) \$ _____

RECEIPTS FOR THE REPORTING MONTH

<i>Date</i>	<i>Amount</i>

Total Receipts (2) \$ _____

SUBTOTAL (1 plus 2) = (3) \$ _____

EXPENSES FOR THE REPORTING MONTH (*Please Attach Receipts*)

<i>Date</i>	<i>Amount</i>	<i>Purpose</i>

Total Expenses (4) \$ _____

GRAND TOTAL (3 minus 4) = (5) \$ _____

Amount turned in with this report (6) \$ _____

Balance held by ministry at end of month (5 minus 6) = (7) \$ _____

DIRECTOR / MIN LEADER / PRES: _____ **DATE SUBMITTED:** _____

TREASURER: _____ **DATE SUBMITTED:** _____

◆◆◆◆◆◆◆◆◆◆ TO BE COMPLETED BY FINANCE MINISTRY ONLY ◆◆◆◆◆◆◆◆◆◆

BEGINNING BALANCE	\$ _____
AMOUNT RECEIVED WITH THIS REPORT	\$ _____
EXPENSES FOR THE MONTH (<i>Disbursed by Church</i>)	\$ _____
BALANCE HELD IN CHURCH TREASURY	\$ _____
APPROVED BY: _____	DATE: _____