



Monthly Summary

Kindergarten:	Month:
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Please complete and send to the Association as soon as possible at the end of each month – use one of the envelopes provided. Please include:

- ONE copy of each RECEIPT written during the month.
- Any DIRECT DEBIT notices – eg from Genesis
- Any EFTPOS receipts for “extraordinary” purchases
- Any SUPPLIER STATEMENTS
- Any other finance related documentation at the Kindergarten. (Not bank statements)

Donated Goods for this Month

(Including items bought with vouchers, donated books or other equipment, supplies, items of furniture or resources etc)

Description of Item	Approximate Value

Donated Services for this Month

(Including committee hours, parent help, working bees, lawn-mowing or gardening etc)

Description of Item	Approximate Total Hours for the Month
President’s Time	
Secretary’s Time	
Total other Committee members (inc monthly meeting)	
Parent Help	
Lawn mowing, gardening etc	
Working Bees (total of hours for all volunteers)	
Other – please specify	
Other – please specify	
Other – please specify	

Our next Committee meeting is on: