[Insert Date]

**Committee Name:**

**Chairperson(s)**:

**Number of Committee Members**:

**I. Committee Budget and Summary of Expenditures/Revenue**.

**MONTHLY INCOME & EXPENSE REPORT**

|  |  |
| --- | --- |
| **Starting Committee Budget : $ [Fill in]** | **[Insert Month & Year]** |
| **Expenses** |
|  | $  |
| **Total Expenses** | **$**  |
| **Remaining Budget** *(starting budget - total expenses)* | $  |
| **Income** *(applies primarily to fundraising committees, all others may leave blank unless they receive an unsolicited monetary donation)* | **–** |

Summary description of income & expenses:

**II. Problems and concerns**.

**III. Progress made since last report**.

**IV. Recommendations**.

**V. Summary of approximate participation by Master Gardeners and/or the public**.