

Shaw College XXXX Society

20XX/XX (Month)-(Month) Income and Expenditure Report

Date	Item	Income HK\$	Expenditure HK\$
MM/YYYY	Balance Brought Forward (Deficiency)	XXX.XX	
MM/YYYY	Membership fee	XXX.XX	
MM/YYYY	College subsidy	XXX.XX	
MM/YYYY	Selling faculty tee income	XXX.XX	
	Subtotal:	X,XXX.XX	
MM/YYYY	Welcome day		XXX.XX
MM/YYYY	Printing faculty tee		XXX.XX
MM/YYYY	Faculty magazine		XXX.XX
MM/YYYY	New committee promotion		XXX.XX
MM/YYYY	Farewell party		XXX.XX
MM/YYYY	Exhibition		XXX.XX
	Subtotal:		X,XXX.XX

Surplus/ Deficit:

Financial Secretary Signature:

Official Stamp:

Chairperson Signature: