

**Boston Housing Authority
Center for Community Engagement and Civil Rights
Local Tenant Organizations
Instructions for Filling out Monthly Reports**

1. Enter the name of your development.
2. Enter the month and year of the report.
3. Enter the bank account number (copy from bank statement), and circle if it's a TPF or Laundry Funds account.
4. Enter the bank account beginning balance for the month you are reporting.
5. Enter the date of the transaction. Report all expenditures on the form-including those paid for by card, cash, or check.
6. Enter the deposit amount.
7. Enter the withdrawal amount. Write the check number if applicable.
8. Add or subtract and enter the new account balance in the balance column.
9. Vote Column-Place a checkmark if there was a vote taken by the tenants or Board on the transaction.
10. Enter a description of the transaction (i.e. withdrawal for coffee hour, computer training).
11. Add the amount of deposits for the month and enter in the total box.
12. Add the amount of withdrawals and enter in the total box. **Don't forget bank fees.**
13. Enter the ending balance for the month (this becomes your beginning balance for next month).
14. Write the amount of Petty Cash the Board has at the moment, if any.
14. Signature of the board Treasurer after reviewing the report.
15. Signature of the board President after reviewing the report.
16. Manager's signature (if applicable)
17. Date prepared and/or submitted to the BHA.

Local Tenant Organization Monthly Reporting Form

1) Task Force Name and Development: _____

TPF or Laundry (circle one)

2) Month _____ Year _____ 3) Bank Account Number _____

4) Starting Balance _____ 13) Ending Balance _____

14) Petty Cash on Hand _____

5) Date	6) Amount of Deposit	7) Amount of Withdrawal Debit or Check	8) Balance	9) Vote If applicable	10) Description
Bank Fees					
Total	11) \$	12) \$	\$		

14) Treasurer's Signature: _____ 16) Manager's signature (if applicable): _____

15) President's Signature: _____ 17) Date Submitted _____

*Please mail all reports with receipts and copies of bank statements to CCECR Resident Capacity Program, 30 Bickford St, 2nd Floor, Jamaica Plain, MA 02130

*Please retain copies of all receipts, bank statements, and this report for your own records