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| **Form 166 Clubs/Society Treasures Report** | |
| **Name of Club/Society:** |  |
| **Reporting Period:** |  |
| **Author:** |  |
| **Date of the report:** |  |
| 1. **Balance of the bank account as at \_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | |
| 1. **Total income and total expenses for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | |
| 1. **Financial status of the club/society** | |
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| 1. **Membership Income** | |
|  | |
| 1. **Income versus expenses for specific event/s** | |
|  | |
| 1. **Grants & JCUSA SSAF Grants** | |
|  | |

**\*Please complete the Capital Asset Register down below\***

**Capital Items Purchased or Donated to the Club/Society**

**Club/Society Name:**

**Reporting Timeframe: xx/xx/xxxx to xx/xx/xxxx**

* In order to track the capital items or assets that the club/society has purchased over the year, you are required to enter the detail on this page.
* This information will be shared with Club Executives, so they are aware of the assets' existence.

**What do I enter in here:**

* Enter all detail of capital purchases / expenditures made during the year.
* Enter in any details of capital items donated to the Club/Society.
* Enter in details of any component purchased in order to build an asset or capital item.

**Note:** For items purchased the amount spent should be included in the Expenses tab.

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| **Details of the Purchase/Donation (This should be recorded under expenses in your recordkeeping system)** | | | | | **Was this item purchased with any amount of SSAF Funding?** | | | **Invoice on File** |
| **Date of Purchase** | **Supplier & Amount $** | **Transfer/ Withdrawal Number** | **Description and expected life of Capital Item** | **Where is this item located during the year? Who has custody of the capital item? Name and phone number required.** | **Y/N** | **Include SSAF Funding Round (e.g.S1, 2019)** | **Amount** | **Y/N** |
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