

Detailed Income and Expenditure Statement

For the Year Ended: 31st December 2023

Organization Details

Name	ABC Community Association
Address	123 Main Street, Citytown, Country
Prepared By	Jane Doe, Treasurer

Income

Description	Amount (USD)
Membership Fees	9,000
Donations	3,500
Fundraising Events	2,000
Grant Received	1,500
Total Income	16,000

Expenditure

Description	Amount (USD)
Staff Salaries	6,200
Office Rent	2,400
Utilities	850
Event Expenses	1,500
Supplies	650
Miscellaneous	300
Total Expenditure	11,900

Summary

Total Income	16,000
Total Expenditure	11,900
Surplus/(Deficit)	4,100

Important Notes

- All income and expenditure items should be supported by proper documentation and receipts.
- This statement should be reviewed and approved by the governing body of the organization.
- Ensure all figures are accurate and correspond to the accounting records.
- The surplus or deficit should be explained in accompanying notes if significant.
- This template may be customized to suit the specific needs of the organization.