**令和　　年度**

**○○○町内会**

**定期総会議案書**

**日時：　　令和＿＿年＿＿月＿＿日（＿）**

**場所：　　○○○○○○○○○○**

**帯広市　　　条　　　丁目**

**総会次第**

**１．開会の言葉**

**２．会長挨拶**

**３．議長選出**

**４．議事**

**（１）第１号議案　令和○○年度事業報告**

**（２）第２号議案　令和○○年度収支決算報告**

**（３）第３号議案　令和○○年度監査報告**

**（４）第４号議案　令和○○年度事業計画（案）**

**（５）第５号議案　令和○○年度収支予算（案）**

**（６）役員選出**

**（７）新旧役員挨拶**

**（８）その他**

**５．議長退任**

**６．閉会の言葉**

**資料**

**○○○町内会会則**

**○○○町内会住宅地図**

**第１号議案**

**令和〇〇年度事業報告**

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**第２号議案**

**令和〇〇年度収支決算報告**

**【収入の部】**

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| 科目 | 予算額 | 決算額 | 増△減 | 内訳 |  |
| 会費 |  |  | 0 | １班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  | 0 | ２班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  | 0 | ３班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  | 0 | ４班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
| 補助金等 |  |  | 0 | 資源回収奨励金 | \_\_,\_\_\_円 |
|  |  |  | 0 | 防犯灯維持費 | \_\_,\_\_\_円 |
|  |  |  | 0 | 自治活動費交付金 | \_\_,\_\_\_円 |
| その他 |  |  | 0 | 資源回収収益金 | \_\_,\_\_\_円 |
|  |  |  | 0 | 預金利息 | \_\_\_円 |
| 繰越金 |  |  | 0 |  | \_\_,\_\_\_円 |
| 合計 |  |  | 0 |  |  |

**【支出の部】**

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| 科目 | 予算額 | 決算額 | 増△減 | 内訳 |  |
| 負担金 |  |  |  | 地区連合町内会会費 | \_\_,\_\_\_円 |
|  |  |  |  | 帯広市町内会連合会 | \_\_,\_\_\_円 |
|  |  |  |  | 交通安全推進委員連絡協議会 | \_\_,\_\_\_円 |
|  |  |  |  | 青少年育成者連絡協議会 | \_\_,\_\_\_円 |
| 会議費 |  |  |  | 総会費用 | \_\_,\_\_\_円 |
|  |  |  |  | 役員会議 | \_\_,\_\_\_円 |
|  |  |  |  | 班会議 | \_\_,\_\_\_円 |
| 事業費 |  |  |  | 花見 | \_\_,\_\_\_円 |
|  |  |  |  | 盆踊り | \_\_,\_\_\_円 |
|  |  |  |  | 入学卒業祝金 | \_\_,\_\_\_円 |
| 電気料金 |  |  |  | 防犯灯電気料金 | \_\_,\_\_\_円 |
| 積立金 |  |  |  | 周年行事積立金 | \_\_,\_\_\_円 |
| 予備費 |  |  |  | ゴミステーション維持管理 | \_\_,\_\_\_円 |
|  |  |  |  | 慶弔費 | \_\_,\_\_\_円 |
| 合計 |  |  | 0 |  |  |

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| 【収入決算額】 | － | 【支出決算額】 | ＝ | 【差引残額】 |
| \_\_\_,\_\_\_円 | － | \_\_\_,\_\_\_円 | ＝ | \_\_\_,\_\_\_円 |

**第３号議案**

**会計監査報告**

**令和○○年度　◎◎◎町内会会計監査を実施したので、下記のとおり報告します。**

**記**

**１．監査実施年月日　　　　　令和□□年＿＿月＿＿日**

**２．監査結果**

**（１）収入支出の執行が適正に行われていた。**

**（２）帳簿は正しく整理整頓されている。**

**（３）収入支出の証書類は適正と認める。**

**（４）預金通帳及び現金の保管は適正と認める。**

**○○○町内会**

**会長　○○　○○　様**

**令和□□年＿＿月＿＿日**

**監査　　　○○　○○**

**監査　　　○○　○○**

**第４号議案**

**令和○○年度事業計画(案)**

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**第５号議案**

**令和○○年度収支予算(案)**

**【収入の部】**

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| 科目 | 予算額 | 決算額 | 増△減 | 内訳 |  |
| 会費 |  |  |  | １班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  |  | ２班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  |  | ３班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
|  |  |  |  | ４班　　\_\_\_円×　\_\_世帯 | \_\_,\_\_\_円 |
| 補助金等 |  |  |  | 資源回収奨励金 | \_\_,\_\_\_円 |
|  |  |  |  | 防犯灯維持費 | \_\_,\_\_\_円 |
|  |  |  |  | 自治活動費交付金 | \_\_,\_\_\_円 |
| その他 |  |  |  | 資源回収収益金 | \_\_,\_\_\_円 |
|  |  |  |  | 預金利息 | \_\_\_円 |
| 繰越金 |  |  |  | 令和○○年度からの繰越金 | \_\_,\_\_\_円 |
| 合計 |  |  |  |  |  |

**【支出の部】**

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| 科目 | 予算額 | 決算額 | 増△減 | 内訳 |  |
| 負担金 |  |  |  | 地区連合町内会会費 | \_\_,\_\_\_円 |
|  |  |  |  | 帯広市町内会連合会 | \_\_,\_\_\_円 |
|  |  |  |  | 交通安全推進委員連絡協議会 | \_\_,\_\_\_円 |
|  |  |  |  | 青少年育成者連絡協議会 | \_\_,\_\_\_円 |
| 会議費 |  |  |  | 総会費用 | \_\_,\_\_\_円 |
|  |  |  |  | 役員会議 | \_\_,\_\_\_円 |
|  |  |  |  | 班会議 | \_\_,\_\_\_円 |
| 事業費 |  |  |  | 花見 | \_\_,\_\_\_円 |
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|  |  |  |  | 入学卒業祝金 | \_\_,\_\_\_円 |
| 電気料金 |  |  |  | 防犯灯電気料金 | \_\_,\_\_\_円 |
| 積立金 |  |  |  | 周年行事積立金 | \_\_,\_\_\_円 |
| 予備費 |  |  |  |  | \_\_,\_\_\_円 |
| 合計 |  |  |  |  |  |

**令和○○年度役員(案)**

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| 役職 | 班 | 氏名 | 電話番号 | 備考 |
| 会　長 |  |  |  |  |
| 副会長 |  |  |  |  |
| 会　計 |  |  |  |  |
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| 監　査 |  |  |  |  |
| 監　査 |  |  |  |  |
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| 班　長 |  |  |  |  |
| 顧　問 |  |  |  |  |