	Treasurer's R	eport	
Beginning Accoun	t Balance		
Date		E	Balance \$
Money Received (/	Attach additional page, if necessary.)		
Amount \$	purpose		
Amount \$	purpose		
Amount \$	purpose		
	Subtotal (Balance #1		eceived \$ ved #2) \$
•	additional page, if necessary.)		
	o whom		
\$ to	o whom	_ purpose	
\$ te	o whom	purpose	
		Total Ex	penses \$
Closing Account B	alance		
Date	Subtotal (Subtot	al - Total Exper	ises #3) \$
. To reconcile your g complete the follo	group account balance with bank state wing steps:	ement balance,	
a. Add back check	wing steps: s that have not shown up on the accou	nt statement	(+)
complete the folloa. Add back checkb. Subtract deposit	wing steps: s that have not shown up on the accou ts not showing up on account statemer	nt statement nt	(-)
complete the folloa. Add back checkb. Subtract depositc. Adjusted balance	wing steps: s that have not shown up on the accou	nt statement nt t	
 complete the follo a. Add back check b. Subtract deposit c. Adjusted balance (Adjusted balance) 	wing steps: s that have not shown up on the accou ts not showing up on account statemer te should agree with account statemen	nt statement ht t 5b)	(-)