

Group Name: _____

Treasurer's Report

1. Beginning Account Balance

Date _____

Balance \$ _____

2. Money Received *(Attach additional page, if necessary.)*

Amount \$ _____ purpose _____

Amount \$ _____ purpose _____

Amount \$ _____ purpose _____

Total Received \$ _____

Subtotal (Balance #1 + Money Received #2) \$ _____

3. Expenses *(Attach additional page, if necessary.)*

\$ _____ to whom _____ purpose _____

\$ _____ to whom _____ purpose _____

\$ _____ to whom _____ purpose _____

Total Expenses \$ _____

4. Closing Account Balance

Date _____

Subtotal (Subtotal - Total Expenses #3) \$ _____

5. To reconcile your group account balance with bank statement balance, complete the following steps:

a. Add back checks that have not shown up on the account statement (+) _____

b. Subtract deposits not showing up on account statement (-) _____

c. **Adjusted balance** should agree with account statement (=) _____

(Adjusted balance = #4 closing account balance + 5a - 5b)

File a copy of account statement that agrees with the total closing or adjusted balance above.

Prepared by (Treasurer's Signature) _____ Date _____

Remember to reconcile savings and checking accounts separately.