

Treasurer's Report

DATE: _____

Ending current ledger Balance
Last Meeting

	Date	Item	Amount
TOTAL DEPOSITS	Total Deposit Amount		\$
	(Itemize on additional paper) (see second tab)		
TOTAL WITHDRAWLS	Total Withdrawal Amount		\$
	(Itemize on additional paper) (see second tab)		

→move amt over→ (+)

Current Ledger Balance After
Deposits

→move amt over→ (-)

Current Ledger Balance After
Withdrawals

Officer Verification

(Ensure that Bank Balance and Bank Statement are a match and all expected deposits were made. Also look at copies of checks on statements to ensure appropriate signatures.)

RECONCILIATION

If the statement closing date is on the 20th, the ledger balance from this date should be used.

LEDGER BALANCE
BANK BALANCE

USE DATA FROM THE EXACT SAME DATE!!!	Date: _____
	Date: _____

ledger balance

Bank Balance

Use Bank Statement. Use the date and the ending balance.

(Minus) outstanding Checks	check number	amount
	outsanding checks	

Bank Balance Minus
Outstanding Checks

bank balance - checks

Ledger Balance & Bank Balance Minus Outstanding Checks should match from the same day. If there is not a match, ensure that all expected deposits have been made, as well as everything was entered into the ledger appropriately and accurately.

Submitted By: _____

Title: _____