

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.