

RECONCILIATION of Checking Account # _____

Balance forward _____
 Total Receipts of the year _____

 Total _____

 LESS Disbursements for the year _____

 Balance on Hand \$ _____

RECEIPTS

_____ Dues
 _____ Fees
 _____ New Life Members
 _____ GC Interest, Life Members
 _____ Coin Drills
 _____ Sales – supplies
 _____ Donations
 _____ Scholarships
 _____ Home Endowment
 _____ Cancer Research
 _____ Special Projects
 _____ International Temple Fund
 _____ Money Raisers
 _____ From Savings/CD's
 _____ Miscellaneous

DISBURSEMENTS

_____ GC dues, Home Tax, Ins
 _____ Rent – Insurance
 _____ Life Membership and Fees
 _____ Chapter & Secretary Supplies
 _____ WM Allowance, Ode Cards, Jewels
 _____ Secretary Salary
 _____ GC Allowances
 _____ ESTARL
 _____ Home Endowment
 _____ Cancer Research
 _____ Special Projects
 _____ International Temple Fund
 _____ Youth donations
 _____ Dist.Meet, Sch of Inst, Friendship Nite
 _____ Installation Expenses
 _____ Repair/replace furnishings
 _____ Miscellaneous

Total Receipts \$ _____ Total Disbursements \$ _____

RECONCILIATION of Savings/Investment Account (s)

Account # _____ at _____ Bank

Beginning Balance _____
 Interest/Dividends _____
 Withdrawals _____ to _____
 Ending Balance _____

Account # _____ at _____ Bank

Beginning Balance _____
Interest/Dividends _____
Withdrawals _____ to _____
Ending Balance _____

CD # _____ Amount: _____ Interest _____ End Amounts _____
Bank _____

CD # _____ Amount: _____ Interest _____ End Amounts _____
Bank _____

CD # _____ Amount: _____ Interest _____ End Amounts _____
Bank _____

TOTAL RECONCILIATION:

Beginning balance of Financial Assets: _____
Receipts of the Year _____
Less Disbursements _____

Balance on hand:
 Checking Account(s) _____
 Savings Accounts (s) _____
 Investments/CDs _____

Total Financial Assets of _____ Chapter # _____

Secretary's Books _____ agree _____ do not agree with Treasurer. Explanation if disagree:

Date of Audit _____

Audit Committee: _____

