MONTHLY CHAPTER ACCOUNT RECONCILIATION AND AUDIT REPORT

CHAPTER NUMBER:	MONTH OF:

HOW TO BALANCE YOUR CHAPTER CHECKBOOK

RECONCILE YOUR CHECKING ACCOUNT EVERY MONTH WHEN YOU RECEIVE YOUR BANK STATEMENT
1. CHECK (√) AMOUNTS SHOWN ON YOUR STATEMENT AGAINST AMOUNTS ENTERED IN YOUR CHECK BOOK.
2. LIST IN THE "CHECKS ONT ON YOUR STATEMENT" COLLUMN BELOW ANY CHECKS WRITTEN BY YOU BUT NOT LISTED ON THE STATEMENT.
3. TOTAL YOUR RECEIPTS FOR THE MONTH.
4. LIST IN "DEPOSITS NOT ON YOUR STATEMENT" COLLUMN BELOW ALL DEPOSITS WHICH DO NOT SHOW ON YOUR STATEMENT.
5. ADJUST YOUR CHECK BOOK BALANCE FOR ANY BANK SERVICE CHARGES.
6. MAKE SURE THAT THE BANK STAATEMENT BALANCE AGREES WITH YOUR CHECK BOOK BALANCE.

DEPOSITS NOT ON YOUR STATEMENT	
DATE	AMOUNT

CHECKS NOT ON YOUR STATEMENT	
NUMBER & DATE	AMOUNT

BANK STATEMENT DATE

THE BALANCE BELOW SHOULD AGGREE WITH YOUR CHECK BOOK

ENTER STATEMENT ENDING BALANCE	PLUS TOTAL ITEMS NOT DEPOSITED	SUB TOTAL	MINUS TOTAL MISSING CHECKS	CHAPTER ACCOUNT BALANCE

THIS MONTH'S ACCOUNTS RECEIVABLE		THIS MONTHS CHECK BOOK BALANCES	
RECEIPT BOOK TOTALS	DEPOSIT SLIP TOTALS	BEGINNING BALANCE	ENDING BALANCE
		AFTER CHECK NUMBER	AFTER CHECK NUMBER

THIS MONTH'S FINANCIAL TRANSACTIONS		THIS MONTH'S SAVINGS ACCOUNT BALANCES		
TOTAL RECEIVED	TOTAL SPENT	PAID IN THIS MONTH	PAID OUT THIS MONTH	BALANCE IN SAVINGS

THIS MONTH'S UNPAID BILLS		THIS MONTH'S PETTY CASH BALANCES		
UNPAID BY CHAPTER	DUE TO CHAPTER	TOTAL CASH PAID IN	TOTAL CASH PAID OUT	CASH ON HAND TODAY

1. TREASURER SHOULD GIVE RECEIPTS FOR ALL PAYMENTS MADE TO HOUSE.
2. TOTAL OF RECEIPTS SHOULD EQUAL TOTAL DEPOSITS TO BANK EVERY MONTH.
3. ADD HOUSE ACCOUNT BALANCE + SAVINGS BALANCE = CASH ON HAND TO SHOW TOTAL FUNDS AVAILABLE TO THE HOUSE.
4. WHEN AUDIT FORM IS COMPLETED, THE OFFICERS SHOUD INITIAL.

TOTAL CHAPTER FUNDS

INITIALS	
CHAIR:	
TREASURER:	
VICE-CHAIR:	
DATE:	