

4-H MONTHLY TREASURERS REPORT

Date: _____

Group Name: _____

Beginning Check Register Balance (Date: / /):

Should match reported Ending Check Register Balance from previous report

INCOME *(Deposits & Interest)*

Date	Description	Amount
Total Income:		

EXPENSES *(Checks Written)*

Date	Check #	Payable To	Description	Amount
Total Expenses:				

Ending Check Register Balance (Date: / /):

Beginning Balance+Total Income-Total Expenses=

ACCOUNT RECONCILIATION

Outstanding Checks *(Haven't Cleared Bank):*

Check #	Amount
Total:	
<i>Enter on Line 5</i>	

1. Be sure that all income & expenses have been added to checkbook register

2. Enter final balance from bank statement	
3. Add the total of deposits not credited on bank statement	+
4. Total lines 2 and 3	
5. Subtract outstanding check total	-
6. Balance should agree with your ending check register balance	

Copy of Bank Statement Attached

Treasurer's Signature:	Date:
President's Signature:	Date: