

Chapter _____
 Annual report for _____



Reconciliation of receipts and expenditures

1/1 Balance—checkbook stub no. _____ \$ _____
 Plus receipts for the year _____
 Total funds available _____
 Less disbursements for the year _____
 12/31 Balance—checkbook stub no. _____ \$ _____
 Reconciliation of year-end bank statement _____

12/31 Balance per bank

Plus deposits in transit: _____

	Date	Amount	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
			Total deposits in transit: _____

Less outstanding checks:

	Number	Amount	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
			Total outstanding checks: _____

12/31 Balance—checkbook stub no. _____ \$ _____

Summary of funds

Checking account (account number) _____ \$ _____
 Certificates of deposit
 Maturity _____ No. _____ Int. rate _____ Amount: _____
 Maturity _____ No. _____ Int. rate _____ Amount: _____
 Maturity _____ No. _____ Int. rate _____ Amount: _____
 Maturity _____ No. _____ Int. rate _____ Amount: _____
 Savings account (passbook number) _____
 Other funds:

Total funds available to the chapter \$ _____