

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 \$ \_\_\_\_\_**