

Worksheet #1a - Excel Checkbook Ledger

Year			Manth: October				শ্ৰি	
Y <i>ear.</i> Jate	Check Number	Deposits: Write "Deposit" in space below. Expenses: Write who check is payable to.	Plantn: Cocober Income: See attached "Itemized Income Form". Expenses: Write detailed description of expense.	Expenses Amount of Check	Income Amount of Deposit	Checkbook Balance	Closed framboni	
.0/1	N/A	N/A	Starting Balance	N/A	N/A		N/A	
							<u> </u>	
							<u> </u>	
							-	
							<u> </u>	
							-	
	N/A	Ending Balance		\$ -	\$ -	s -		
hechi	ook Ledge		Directions:		Youth Tre	agurer Signati	ire à Date	
Beginning Balance			At the end of each month print a copy of the following documents and file behind the corresponding month: The completed excel					
Current Month Income Received		-	checkbook ledger (attach all receipts/invoices for each check written),		144.4			
Current Month Expenses Paid		-	Itemized Income Forms with the bank receipt attached to match each deposit recorded, and the monthle traceurs report		Adult Advisor Signature & Date			
Current Balance		-	and the monthly treasurer report.		- بر طبطه ا	rifier Signatu	o & Date	
fore t	he Advisor sig	is off. If a Verifier is	ach month to make sure all transactions are vali required (as determined in the guidelines), the My reconcilation forms behind the bank statem	Verifier would	d be done by d check the b	the Adult Ad ank statement	visor	

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Worksheet #1b - Itemized Income Form

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Received From Description/Event	Amount	Check #
		+
		+
		+
		+
Total D)eposit \$0.00	



Worksheet #2 - Bank Statement

over S	Clover County 4- 4444 Heart Road Greenville, MN 4	4444 Gree Men Start End	enville, MN—1-8 nber Number: X Date: 9/17/ Date: 10/17/ : 1 of 1	xxxxxxxx40 	
Summary	of Accounts				
Suffix	Account	Balance			
0	Regular Savings	567.78			
40	Checking	646.40			
Total Ba	lance	1214.18			
Business Date	Checking Description	Deposit	Withdra	awal Balar	nce
	BEGINNING BAI	LANCE		644.2	20
9/8/	Share Draft #1	01	27.53	616.0	57
9/17/	Deposit	53.00		669.	57
10/12/_	Share Draft # 1	03*	23.27	646.4	40
Checks	listed in numerica	l order(*) deno	otes gap in se	equence	
Account	t Details for Chec	king Account			
BEGINN	ING BALANCE	644.20 DEPO	SITS 53.00) CHECKS	50.80
ENDING	BALANCE	546.40			
Savings A	ccount Summary				
Account	t Details for Savin	gs Account			
BEGINN	ING BALANCE	65.45 DEP	OSITS 0	WITHDRA	WAL 0
INTERES	TEARNED	2.33			
ENDING	BALANCE	567.78			

