



Month _____

4-H Group Treasurer Bank Statement Reconciliation

Closing Balance: _____
(Amount listed on bank statement)

List all deposits made since ending date on statement: _____

Total Deposit (add closing balance + all deposits made): _____(a)

Checks written that are not listed on the bank statement:

Check Number	Amount of Check
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total amount of checks not listed: _____(b)

Checkbook Balance - subtract total checks not listed (b) from total deposits (a) listed above: (a) - (b) = (c) _____(c)

The amount listed in box (c) should be the actual amount listed in the club checking account. If this amount does not match the amount in the checkbook, consider the following:

- Recheck all additions and subtractions or corrections made.
- Verify the carryover balance from page to page in the check register.
- Make sure service fees or miscellaneous charges have been subtracted from your check register balance. (This might be a fee for ordering new checks, etc.)

Treasurer Signature _____

Date _____

Adult Signature _____

Date _____