

TSCNA-X TREASURER REPORT AUGUST 2011

Date of last meeting: August 13, 2011

Bank Statement: June 30, 2011 \$3,308.00

Bank Statement: July 31, 2011 \$2,292.00

Cash Registration Received\Deposited \$ 55.00

Bank Statement: August 31, 2011 \$2,347.00

Bank statement as of August 31, 2011 \$2,347.00

Projected expenses

Convention Event Expense	(Fundraisers)	-\$300.00
Printing/Graphics		-\$350.00
Stamps		-\$ 65.00

Available funds as of August 31, 2011 \$2,347.00

Respectfully Submitted,

**David G.
TSCNA-X
Treasurer**

Bank Statement Reconciliation Form

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending August 2011

A. **Bank statement balance** 2347.00
(ending balance on your current bank statement)

B. **Deposits "in transit"** 0
(Total of all deposits made which have **not** yet cleared the bank—that is, deposits made by the treasurer that do **not** show up in the bank statement. A checkmark should be made on the Check Register Form next to deposits that **have** cleared the bank to aid in locating these each month.)

C. **Add the answers to steps A and B above**..... 2347.00

D. **Checks "outstanding"** 0
(Total of all checks written that have not yet cleared the bank. These will be the checks in the Check Register Form that do not appear on the bank statement. Place a checkmark by checks that cleared this month, as in step B above.)

E. **Ending balance**..... 2347.00

Subtract D from C above. This should equal the balance in your Register as of the date listed above.)

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A math error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form

Convention Check Register Form

Date	Description and Purpose	Check Number	Amount	Deposit	Balance	
	Beginning Balance				\$3,308.00	
7/26/2011	Deposit Hotel	#1105	-1,000.00		\$2,308.00	
7/29/2011	fee		\$ (16.00)		\$2,292.00	
8/5/2011	Registration			\$ 55.00	\$2,347.00	