**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**

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