

Month: **DE-1** _____ 20____

Bank Statement Reconciliation *DE-2*

Bank Statement Balance as of:	(Ending Balance Date)	Amount
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DE-3

Outstanding Checks / Debits	Amount	Check#
Total Outstanding	-	

DE-4

Debit Payments Included in Bank Statement		
Paid To	Amount	Date

DE-5

Opening Reserves	Budgeted (1)	Opening (2)	Resv Spent
Gen Op Exp Reserves			
Events Reserves			
Donated Lit Reserves			
Lit Re-Supply Fund Reserve			-----
Savings Fund Reserves			-----
Regional Fund Reserve			-----
Total Opening Reserves			

NOTES:
 (1) Taken from Budget
 (2) Taken from Last Month's Closing

DE-6

Opening Available Balance (Bank Statement Balance - total Outstanding - Total Opening Reserves)	
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Income Reconciliation *DE-7*

Groups	Donations	Liturature	Total
Acceptance			
Exper, Streng,&Hope			
It Works How and Why			
New Thought			
Survivors			
Ready Willing & Able			
Together With Vigilance			
We Came to Believe			
We Do Recover			
Wings			
Other (NOT Groups)			
Total Donations			
Total Literature Sales			

DE-8

Other Deposits/Credits	Donation	Liturature
<--- "Other"		

DE-9

Opening General Fund Balance (Opening Available Balance + Total Donations)	
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