ACCOUNTS SHEET

______________________________ Congregation or Circuit

______________________________ Month Year

DATE	TRANSACTION DESCRIPTION	TC	RECEIPT				BANK CURRENT ACCOUNT				OTHER: ________			
			IN		OUT		IN		OUT		IN		OUT	
TOTALS OF ALL COLUMNS ➧														

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ACCOUNTS SHEET

			RECEIPTS				BANK CURRENT ACCOUNT				OTHER: ____________			
DATE	TRANSACTION DESCRIPTION	TC	IN		OUT		IN		OUT		IN		OUT	
	Totals Carried Forward													
TOTALS OF ALL COLUMNS ➧														

ACCOUNTS SHEET RECONCILIATION

FOR MONTH ENDING: ______________________________

RECEIPTS:

Balance Forward GH₵__________
IN __________ +
OUT __________ −
Ending Balance GH₵ __________
(Undeposited receipts on hand at end of month)

BANK CURRENT ACCOUNT:

Balance Forward GH₵__________
IN __________ +
OUT __________ −
Ending Balance __________
(This amount is to equal the checkbook balance figure as of the last day of the month. See par. 13 of Instructions for Congregation Accounting.)

OTHER ______________:

Balance Forward GH₵__________
IN __________ +
OUT __________ −
Ending Balance __________

TOTAL FUNDS ON HAND AT END OF MONTH GH₵__________

Note: The above "Ending Balance" amounts are to be written on succeeding month's Accounts Sheet Reconciliation as "Balance Forward" amounts.

OBLIGATIONS AT END OF MONTH

CURRENT: ____________________________ GH₵__________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________

TOTAL GH₵______

LONG TERM: ____________________________ GH₵__________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________
____________________________ __________

TOTAL GH₵______