

# ACCOUNTS SHEET

\_\_\_\_\_  
(Congregation or circuit)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Province or state)

\_\_\_\_\_  
(Month)

\_\_\_\_\_  
(Year)

DATE	TRANSACTION DESCRIPTION	TC	RECEIPTS			CHECKING ACCOUNT			OTHER: <u>Petty Cash</u>		
			IN	OUT		IN	OUT		IN	OUT	
TOTALS OF ALL COLUMNS ➔											

ACCOUNTS SHEET

Table with columns: DATE, TRANSACTION DESCRIPTION, TC, RECEIPTS (IN, OUT), CHECKING ACCOUNT (IN, OUT), OTHER (IN, OUT). Includes 'Totals Carried Forward' and 'TOTALS OF ALL COLUMNS' row.

ACCOUNTS SHEET RECONCILIATION

FOR MONTH ENDING: \_\_\_\_\_

RECEIPTS:

Balance Forward \$ 0
IN
OUT
Ending Balance \$ 0
(If ending balance does not equal zero, see par. 10 of Instructions for Congregation Accounting.)

CHECKING ACCOUNT:

Balance Forward
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 \$
IN
OUT
Ending Balance

TOTAL FUNDS ON HAND AT END OF MONTH \$

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:

Grid for recording current obligations with dollar signs.

TOTAL \$

LONG TERM:

Grid for recording long term obligations with dollar signs.

TOTAL \$