Month-end Worksheet

Date Reporting: First day of the month: _______________________

Last day of the month: _______________________

From the Reconciliation report, label columns as follows:

1. Cash declared total
2. Checks declared total
3. Cash expected total
4. Checks expected total
5. Short/Over total

Month-end balancing formula: \( 1 + 2 = 6 \)

1. ___________________
2. ___________________
6. _________________ You must make the check out for this amount.

To balance amount declared with amount expected use the following formula: \( 3 + 4 + or - 5 = 6 \)

Month-end Total

3. ___________________
4. ___________________
5. ___________________
6. ___________________

The total amount on line \( 6 \), in both formulas, should be exactly the same. Do NOT debit refunds, they have already been accounted for in the cash declared. If for any reason, the amount on line \( 6 \) in both formulas does not match, you must make out the check for the total amount declared, \( 1 + 2 \). If you have any questions please call.