

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) plus (2). If you have any questions please call.