

FINAL ACCOUNTING

Beginning Balance	+	Total Income	-	Total Expenditures	=	Ending Balance
(Pg 1): _____		(Pg 2): _____		(Pg 2): _____		(Pg2): _____

Current Checkbook Balance: _____

Outstanding Checks (please list):

What specific activities are planned for the remaining checkbook balance?

Bank Account Information

Name of Bank

Branch Address _____ Branch Phone Number

Persons authorized to sign checks (name, email address, and phone number)

1. _____ Email _____ Phone

2. _____ Email _____ Phone

3. _____ Email _____ Phone

4. _____ Email _____ Phone

Please list all account numbers:

_____	_____

_____	_____

Name of Person Completing Report:

Date Report Submitted: _____

For Office Use Only: Date Received _____ Audited by _____

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