ACCOUNTS SHEET

______________________ (Congregation or circuit) ______________________ (City) ______________________ (Province or state) ______________________ (Month) ______________________ (Year)

DATE	TRANSACTION DESCRIPTION	TC	RECEIPTS				CHECKING ACCOUNT				OTHER: ________			
			IN		OUT		IN		OUT		IN		OUT	
TOTALS OF ALL COLUMNS ➧														

ACCOUNTS SHEET

DATE	TRANSACTION DESCRIPTION	TC	RECEIPTS IN	RECEIPTS OUT	CHECKING ACCOUNT IN	CHECKING ACCOUNT OUT	OTHER: _____ IN	OTHER: _____ OUT
	Totals Carried Forward							
	TOTALS OF ALL COLUMNS ➧							

ACCOUNTS SHEET RECONCILIATION

FOR MONTH ENDING: _____

RECEIPTS:

Balance Forward _____

IN _____ +

OUT _____ −

Ending Balance _____

(If ending balance does not equal zero, see *Instructions for Congregation Accounting* (S-27).)

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.)

OTHER _____:

Balance Forward _____

IN _____ +

OUT _____ −

Ending Balance _____

TOTAL FUNDS 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:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

TOTAL _____

LONG TERM:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

TOTAL _____