

## Monthly House Financial Summary Report

Reconcile your House checking account every month. This form should be completed in duplicate. Keep one copy for your House records and one copy should be submitted to the Chapter at the regular monthly Chapter Meeting along with the most recent available bank statement.

<b>HOUSE NAME:</b>	<b>MONTH &amp; YEAR:</b>	<b>BANK STATEMENT END DATE:</b>

LIST ALL DEPOSITS MADE FOR THE MONTH:		
DATE	AMOUNT	IS DEPOSIT RECEIPT STAPLED TO CORRESPONDING WEEKLY TREASURER REPORT?
<b>TOTAL DEPOSITS</b>		

<b>BEGINNING BALANCE</b>	+	<b>DEPOSITS FROM ABOVE</b>	=	<b>SUBTOTAL</b>

LIST ALL EXPENDITURES MADE DURING THE MONTH:				
DATE	PAID TO AND PURPOSE	CHECK # (or EFT)	AMOUNT	IS THIS CHECK ON YOUR STATEMENT
<b>TOTAL EXPENDITURES</b>				

<b>SUBTOTAL FUNDS FROM PAGE 1</b>	-	<b>TOTAL EXPENDITURES</b>	=	<b>ENDING BALANCE</b>

THIS MONTH'S CHECKBOOK BALANCES		THIS MONTH'S FINANCIAL TRANSACTIONS	
BEGINNING BALANCE	ENDING BALANCE	TOTAL RECEIVED	TOTAL SPENT
<b>AFTER CHECK #</b>	<b>AFTER CHECK #</b>		

BEGINING BALANCE [FROM ABOVE] :	DATE COMPLETED :
TOTAL DEPOSITS [FROM ABOVE]:	PRESIDENT :
TOTAL EXPENDITURES [FROM ABOVE]:	TREASURER :
ENDING HOUSE BALANCE [FROM ABOVE]:	COMPROLLER :