

# Oxford House Monthly Reconciliation

HOW TO RECONCILE YOUR HOUSE CHECK BOOK --

Reconcile your checking account every month when you receive your Bank Statement. The following easy steps will help you do the job.

HOUSE NAME
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MONTH/YEAR OF:
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- Step 1. CHECK (✓) AMOUNTS SHOWN ON YOUR STATEMENT AGAINST AMOUNTS ENTERED IN YOUR CHECK BOOK.
- Step 2. LIST BELOW THE CHECKS WRITTEN DURING THE PERIOD WHICH ARE NOT RECORDED ON YOUR BANK STATEMENT.
- Step 3. LIST BELOW THE DEPOSITS MADE DURING THE PERIOD WHICH ARE NOT RECORDED ON YOUR BANK STATEMENT.
- Step 4. ADJUST YOUR CHECK BOOK BALANCE BY SUBTRACTING ANY SERVICE CHARGES NOTED ON YOUR STATEMENT.
- Step 5. Add the deposits not recorded to the statement balance and subtract the amount of outstanding checks plus service charges.

Apply the five steps above by filling in the form below. The result arrived at in the "AUDITED HOUSE ACCOUNT" box is the amount of money a house has available at the end of the period. This completes an audit of the checking account.

## House Checking Account Audit:

BANK STATEMENT DATE
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DEPOSITS NOT ON YOUR STATEMENT		
DATE	AMOUNT	
ENTER STATEMENT ENDING BALANCE	+	TOTAL OF ITEMS NOT DEPOSITED

CHECKS NOT ON YOUR STATEMENT			
NUMBER AND DATE		AMOUNT	
=	SUB TOTAL		MINUS TOTAL OUTSTANDING CHECKS
AUDITED HOUSE ACCOUNT		→	\$

- 1. HOUSE TREASURER, COMPTROLLER AND PRESIDENT SHOULD WORK TOGETHER TO COMPLETE EACH MONTHLY AUDIT OF HOUSE FUNDS.
- 2. AFTER COMPLETING THE AUDIT EACH SHOULD SIGN THE OTHER SIDE OF THIS FORM AND THEN POST THE FORM SO EVERYONE IN THE HOUSE KNOWS THE FINANCIAL STATUS.

# Oxford House Monthly Reconciliation

The summary of the financial status of our Oxford House at the end of the month is computed below by filling in the right amounts and adding or subtracting:

House Savings Account Amount in the Bank		\$
	<i>Plus</i>	
House Checking Account Amount in the Bank		\$
	<i>Plus</i>	
Amount to be Deposited in Savings Account		\$
	<i>Plus</i>	
Amount to be Deposited in Checking Account		\$
	<i>Minus</i>	
Total of Bills Due		\$
Available Funds		\$
	<i>Plus</i>	
Money Owed the House		\$
Total Funds Available When All Money Owed the House is Paid		\$

List below the individuals who are behind in paying their equal share of household expenses.

Name	Amount Owed	Name	Amount Owed

Auditing Officer's Initials

President	Date:
Treasurer	Date:
Comptroller:	Date: