# Monthly School Council Treasurer's Report

**School:** _____

**Monthend (Month/Year):** _____


**Opening Cash Balance per Books**           $_____(a)

**Add Sources of Revenue:**

_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____

                              **Total**      $_____(b)

**Less Expenditures:**

_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____
_____  $ _____

                              **Total**      $_____(c)

**Funds Remaining per Books**      (a + b – c)      $_____(d)
**(to (e) on Bank Reconciliation)**


_____                    _____

**Principal**                                   **Date**


_____                    _____

**School Council Chair**                        **Date**


_____                    _____

**School Council Treasurer**                    **Date**

# Bank Reconciliation

**School:** _____

**Monthend (Month/Year):** _____


**Balance per Bank Statement:**            $ _____ **(a)**


**Add:   Outstanding Deposits**
**(deposits recorded but not deposited or not on bank statement at monthend)**

|  |  |
|---|---|
|  |  |
|  |  |
|  |  |
| **Total** | $ _____ **(b)** |


**Subtract:  Outstanding Cheques**
**(cheques written which have not appeared on the bank statement)**

|  |  |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | $ _____ **(c)** |

**Adjusted Bank Balance**            **(a + b – c)**  $ _____ **(d)**

**Funds Remaining Per Books**            $ _____ **(e)**
**(from (d) on Monthly/Annual School Council Treasurer's Report)**

**To be in balance, (d) must equal (e)**

**Attach copy of bank statement**


_____        _____
**Principal**                                **Date**

_____        _____
**School Council Chair**                        **Date**

_____        _____
**School Council Treasurer**                        **Date**