

ACCOUNTS SHEET

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

ACCOUNTS SHEET RECONCILIATION

FOR MONTH ENDING: _____

RECEIPTS:

Balance Forward	P	_____	
IN		_____	+
OUT		_____	-
Ending Balance	P	_____	
(Undeposited receipts on hand at end of month)			

CHECKING ACCOUNT:

Balance Forward	P	_____	
IN		_____	+
OUT		_____	-
Ending Balance		_____	

(This amount is to equal the checkbook balance figure as of the last day of the month. See par. 13 of Instructions for Congregation Accounting.)

OTHER _____:

Balance Forward	P	_____	
IN		_____	+
OUT		_____	-
Ending Balance		_____	

TOTAL FUNDS ON HAND 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:

P

TOTAL P_____

LONG TERM:

P

TOTAL P_____