10-Minute Financial Review Form

Beginning Bank Balance at Start of Audit Period (from the Treasurer's Report)

Checking		$
Savings	+	$
Total [1]	=	$

Activity as reported on the Treasurer's Report

All income for period being audited		$
All expenses for period being audited	-	$
Net [2]	=	$

Expected Bank Balance (Total [1] + Net [2])	$

Opening Bank Statement Balance (from the Bank Statement for the Audit Period)

Checking		$
Savings	+	$
Total [3]	=	$

Uncleared Deposits		$
Uncleared Checks	-	$
Net [4]	=	$

True Bank Balance (Total [3] + Net [4])	$

These need to match!