

10-Minute Audit Form

Bank Balance at Start of Year		
Checking		\$
Savings	+	\$
Total ¹	=	\$

Activity as reported on the Treasurer's Report		
All income so far this year		\$
All expenses so far this year	+	\$
Net ²	=	\$

Expected Bank Balance (Total ¹ - Net ²) \$

Bank Statement Balance as of Audit Date		
Checking		\$
Savings	+	\$
Total ³	=	\$

Uncleared Deposits		\$
Uncleared Checks	-	\$
Net ⁴	=	\$

True Bank Balance (Total ³ - Net ⁴) \$

These need to match!