

Personal Finance Ledger Check

Month

Year

Location :

	Household	Individuals				
	Account					
Ledgers completed						
Opening balances match prior month						
Chit or bill for all transactions						
Manager has signed chits for missing bills						
Bank statement included						
Bank balance matches ledger						
Cash count done						
Cash count verified by manager						
Cash count matches ledger						
Reconciliation completed						
Corrected cash balance - use next month						
Signed by manager						

Month End Balances

Cash						
Bank						
Bank						

Comments

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