



OCHL Team Bank Account & Cash Reconciliation

- Complete the following form electronically only (do not print and hand-write); portions of the form will calculate automatically
- E-mail completed form and copy of bank statement by the 20th of the following month to treasurer@ochl.ca

Team Name		Bank Name	
Coach Name		Bank Acct #	
Manager Name			

Month		Statement start date		Statement end date	
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BANK RECONCILIATION

Opening balance (per statement)	
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DEPOSITS

From parents	
From sponsors	
From fundraisers	
Cash deposits	
Total deposits	

EXPENSES

Ice rental	
Tournament related costs*	
Other**	
Total expenses	

Opening balance + deposits – expenses	
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Closing balance (per statement)	
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CASH RECONCILIATION

Opening cash amount*	
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*Take ending amount from prior month

Cash collected	
Cash spent	
Cash deposited to bank	

Ending cash amount	
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*Including registration fees, travel, etc.

**Specify other: _____

By checking this box, I certify that the above information is true and accurate.

Signature

Name

Date