

**CHICAGO ORGANIZATION FINANCE OFFICE**  
**ACCOUNT RECONCILIATION FORM** (Page 1)

ORGANIZATION NAME: \_\_\_\_\_ QUARTER/YEAR: \_\_\_\_\_

ACCOUNT No.:   2     0     0     6   - \_\_\_\_\_

LINE ITEM	LINE DESCRIPTION	BALANCES	
		in COFO (Audit Trail)	in ORGANIZATION (Ledger)
<u>  - 00  </u>	<u>  GENERAL FUND  </u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECONCILING ITEMS (from detail on additional reconciliation forms):

COFO

TOTAL CREDITS YET TO POST TO ACCOUNT + \_\_\_\_\_

TOTAL DEBITS YET TO POST TO ACCOUNT - \_\_\_\_\_

ORGANIZATION

TOTAL CREDITS NOT LISTED IN LEDGER\* + \_\_\_\_\_

TOTAL DEBITS NOT LISTED IN LEDGER \* - \_\_\_\_\_

CORRECTIONS (from additional reconciliation form):

COFO CORRECTION TOTAL (+/-) \_\_\_\_\_

TOTAL ACCOUNT BALANCE: \_\_\_\_\_

By my signature, I attest to the accuracy and the integrity of the information listed above—that it includes, to the best of my knowledge, all the transactions to date, entered into by the student organization that I represent.

TREASURER: \_\_\_\_\_ DATE: \_\_\_\_\_

COFO ATTENDANT: \_\_\_\_\_

\*All unrecognized items must be resolved and documented to complete this reconciliation.

**CHICAGO ORGANIZATION FINANCE OFFICE**  
**ACCOUNT RECONCILIATION FORM – Detail** (Page of )

**Reconciling Items:**

*Items recorded in the organization’s ledger, but not yet posted to the COFO account.*

Credit Description:	Amount	Debit Description:	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total credits yet to post</b>		<b>Total debits yet to post</b>	

*Items on the COFO audit trail that are not recorded in the organization’s ledger*

Credit Description:	Amount	Debit Description:	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total unrecognized revenues</b>		<b>Total unrecognized charges</b>	

**Corrections:**

COFO

Description of posting errors/amounts and the actions taken to correct them.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>COFO Correction Total:</b>	