

ACCOUNT RECONCILIATION FORM

Student Organization Finance Office

Norris University Center

(847) 491-2328 ♦ sofo@northwestern.edu

ORGANIZATION NAME: _____ QUARTER/YEAR: _____

ACCOUNT No.: 2 0 — — — —

Additional Lines are for Organization Accounts with Multiple Line Items.

| LINE ITEM | LINE DESCRIPTION | BALANCES | |
|-----------|------------------|--------------------------|-----------------------|
| | | in ORGANIZATION (Ledger) | in SOFO (Audit Trail) |
| - 00 | GENERAL FUND | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

For additional line items, please use the reverse of this page

If the balances above do not match, use the section at the bottom of this form to account for any differences, and enter them here to recalculate the totals:

TOTAL YET TO POST IN SOFO (+/-) _____

TOTAL CORRECTIONS TO BE MADE BY SOFO (+/-) _____

| | | | | |
|---|-----------|---------------------|-----------|-------------|
| TOTAL ACCOUNT BALANCE: <i>Add line balances (and adjustments) so that the totals on this line match</i> | <u>\$</u> | <u>ORGANIZATION</u> | <u>\$</u> | <u>SOFO</u> |
|---|-----------|---------------------|-----------|-------------|

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. I understand that all unrecognized items must be resolved and documented to complete this reconciliation.

TREASURER OR PRESIDENT: _____ DATE: _____

SOFO ATTENDANT: _____ DATE: _____

Use this section to account for any differences between the Organization and SOFO totals above

Transactions recorded in the organizations ledger, but not yet posted to the SOFO account.

| | |
|--|------------------|
| Description (include the line item number affected if not the “-00”) | Amount (-) / (+) |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL TRANSACTIONS YET TO POST IN SOFO \$

Posting errors on audit trail

| | |
|--|------------------|
| Description (include the line item number affected if not the “-00”) | Amount (-) / (+) |
| _____ | _____ |
| _____ | _____ |

TOTAL CORRECTIONS TO BE MADE BY SOFO \$

