

**MONTHLY/QUARTERLY REPORT RECONCILIATION GUIDELINES**

Complete the following information:

1. Ending Balance on Immediate Past Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Total Revenues (Deposits) Received this Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Total Expenses (Vouchers) Processed this Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Previous Report Ending Balance + Revenues Received – Expenses Paid = Report Balance for current reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If (d) agrees with your records, your reconciliation is complete. Notify the SPF treasurer (spf-ca.finance@aauw.net) by the designated deadline that you are in agreement with the report and no further action is required. If you fail to respond to SPF with an inquiry or notification of agreement SPF will consider the report to be valid. Please note that SPF cannot make adjustments to fiscal years that have been reviewed and closed; to date this applies to all years prior to 2020.
* If (d) does not agree with your records, use the following steps to complete your reconciliation and send an inquiry on discrepancies to the SPF Treasurer using the INQUIRY FORM.

In depth reconciliation:

1. Compare the beginning balance on the report you receive with the ending reconciled balance on the report from the previous month/ quarter.
2. Check all revenues received on the report against all deposit records for the month/quarter. Note any discrepancies for research and resolution.
3. Check all calculated admin fees against your calculated admin fees. The current rate is 5% per deposit. Note any discrepancies in detail for further research.
4. Check all expenses noted against vouchers submitted for the quarter/ month. Note any discrepancies in detail for further research
5. Note all discrepancies in detail on the **Inquiry Form** and forward the form to the SPF treasurer (spf-ca.finance@aauw.net) by the designated deadline for research and resolution. Be sure to include as much detail as possible to assist with the research.
6. Allow 30 days for the SPF treasurer to research your inquiries and to notify you of the resolution to your inquiry. Adjustments will be reflected in the beginning balance of your next monthly/quarterly report.