

**STUDENT ORGANIZATION FINANCE OFFICE**  
**ACCOUNT RECONCILIATION FORM**

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

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

Additional  
Lines are for  
Organizations  
Having  
Accounts w/  
Multiple Line  
Items.

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

Please use additional Account Reconciliation forms or Reconciliation Worksheets if necessary

**RECONCILING TRANSACTIONS (from detail below):**

TOTAL YET TO POST IN SOFO (+/-) \_\_\_\_\_

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

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

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

SOFO ATTENDANT: \_\_\_\_\_ DATE: \_\_\_\_\_

*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 **\$** \_\_\_\_\_