FINANCIAL REPORT:									1. change date in header and on tab		
NOVEMBER 2019									2. copy previous end of month balance		
DAUGHTERS OF THE KING									3. update activity		
CHAPTER NAME HERE									4. verify balance (see ref col)		
Name, Treasurer (phone)									5. complete bank rec/update date		
	-------CHECK REGISTER-------				----------DISTRIBUTION BY FUND----------				6. save as excel, then PDF, then email to members		
	DATE	***REF***	***AMOUNT***	***UNRESTR***	***DUES (DUE SEPT 1)***	***TRIENNIEL TRAVEL JUN 2015 (NOV 1, APR 1)***	***ALPHA FUND (DUE SEPT 5)***	***ENDOWMENT FUND (DUE NOV 1)***	***MASTER'S FUND (DUE PENTECOST)***	***SELF-DENIAL FUND (DUE FEB 2)***	
BEGINNING MONTH BALANCE		-	1,889.43	302.94	-	600.49	570.00	55.00	50.00	311.00	
DEPOSITS:											
Funds collected	1/19/2019	-	145.00				32.00	27.00	26.00	60.00	
DISBURSEMENTS:											
Ck#469 DOK National	11/21/2019	-	(371.00)							(371.00)	
END OF MONTH BALANCE		-	**1,663.43**	**302.94**	**-**	**600.49**	**602.00**	**82.00**	**76.00**	**-**	
BANK RECONCILIATION: Prepared and reconciled by namehere				NOTES							
				1	Diocesan Spring Assembly Mar 1-2, St Peter's Brenham						
ENDING BANK BALANCE			1,663.43	2	Quiet Day Mar 16, SLOL						
DEPOSITS IN TRANSIT:				3	Provential Assembly Mar 29-30, Little Rock, AR						
OUTSTANDING CHECKS:				4	Triennial - 2021 (Baltimore, MD)						
RECONCILED BOOK BALANCE (SEE ABOVE)			1663.43								
			0.00								