

Business Annual Cash Reconciliation

Prior Year Ending Cash Balance (12-31-08) \$ \_\_\_\_\_ (a)

Add: Cash Receipts:

Income \_\_\_\_\_  
 Loans \_\_\_\_\_  
 Interest/Dividend Income \_\_\_\_\_  
 Other \_\_\_\_\_

Total Cash Deposits \_\_\_\_\_ (b)

Sub Total \_\_\_\_\_ (a+b=c)  
 (c)

Disbursements:

Direct Costs-Supplies, Products \_\_\_\_\_  
 Refunds to Customers \_\_\_\_\_  
 Equipment Purchases-Detail Dates & Amt's \_\_\_\_\_  
 Loan Payments - Principle \_\_\_\_\_  
 Loan Payments - Interest \_\_\_\_\_  
 Dividends \_\_\_\_\_  
 Savings Transfers \_\_\_\_\_  
 Advertising \_\_\_\_\_  
 Auto \_\_\_\_\_  
 Bank Charges \_\_\_\_\_  
 Contract Labor \_\_\_\_\_  
 Commissions \_\_\_\_\_  
 Dues & Subscriptions \_\_\_\_\_  
 Freight & Express \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Health Insurance \_\_\_\_\_  
 Janitorial \_\_\_\_\_  
 Laundry \_\_\_\_\_  
 Lease \_\_\_\_\_  
 Legal & Accounting \_\_\_\_\_  
 Office Expense \_\_\_\_\_  
 Pension \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Printing \_\_\_\_\_  
 Repairs \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Rent to Owners \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Other Utilities \_\_\_\_\_  
 Travel & Conventions \_\_\_\_\_  
 Wages - Officers \_\_\_\_\_  
 Wages - Employees \_\_\_\_\_  
 Sales Tax \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Total Disbursements \_\_\_\_\_ (d)

Cash Balance End of Year (12-31-09) \_\_\_\_\_ (c-d)