Miller Management Systems

Organization _____

Month/Year _____

Monthly Worksheet

Deposits to _____ Bank Account			
Date	Description	Acct Code(s)	Amounts

Deposits to _____ Bank Account			
Date	Description	Acct Code(s)	Amounts

Miller Management Systems

Organization _____

Month/Year _____

Checks, Electronic Fund Transfers (EFTs), Electronic Withdrawals						
Date	Check#/EFT	Payee	Reim	1099	Acct Code(s)	Amount
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For checks written to people, place a checkmark in either the reimbursement or 1099 box. Any compensation paid to a person who is not an employee of your organization should be marked as a 1099. Address & social security numbers should be submitted for anyone with a 1099 checkmark.