

Conversion Worksheet

Bank, account title and account number here

Date	<u>Transaction Details</u> Deposit: payee/source/note Check: # and payee	Amount IN	Amount OUT	Minimum Balance Needed	Staff analysis, notes and task list	Task Done ?
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1. Client [insert name]							
2. Client							
3. Client							
4. Client							
5. Client							

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6. Client

7. Client

8. Client

9. Client

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10. Client

11. Client

12. Client

13. Client

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14.	Client					
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15.	Client					
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16.	Client					
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17.	Client					
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18.	Client					
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19.	Client					
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20.	Client					
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21.	Client					
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22. Client							
23. Client							
24. Client							
25. Client							
26. Client							

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27. Client

28. Client

29. Client

30. Client

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31.	Client	
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