GENTLETOOLS / FREE RESOURCE SERIES

FINANCE / 8 PAGE EDITION

SSI Dedicated Account Expense Log PDF

Organize dated transactions, receipts, supporting evidence and monthly reconciliation.

NOT JUST AN EMPTY FORM

A record of date, amount, purpose and receipt reference helps the account holder prepare a factual trail. Reconciliation can identify missing records, but it does not determine whether a withdrawal is permitted.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

SSI RECONCILIATION SCRATCHPAD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Verify the current Social Security Administration requirements that apply to the specific account.

STEP 2 Log movements, factual purposes and supporting receipt codes without including account identifiers.

STEP 3 Compare beginning and ending balances with statements and flag unresolved movements for follow-up.

STEP 4 Which fact or document still needs checking?

SSI RECONCILIATION SCRATCHPAD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TRANSACTION / RECEIPT REF	DEPOSITS / TRANSFERS IN	EXPENSES / TRANSFERS OUT	TRANSACTION DATE	PURPOSE AND SOURCE REFERENCE

Outstanding question or record to confirm

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Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TRANSACTION / RECEIPT REF	DEPOSITS / TRANSFERS IN	EXPENSES / TRANSFERS OUT	TRANSACTION DATE	PURPOSE AND SOURCE REFERENCE

Outstanding question or record to confirm

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Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

A record of date, amount, purpose and receipt reference helps the account holder prepare a factual trail. Reconciliation can identify missing records, but it does not determine whether a withdrawal is permitted.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

SSI RECONCILIATION SCRATCHPAD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Verify the current Social Security Administration requirements that apply to the specific account.

Concrete next action	Owner / due

ACTION 2 Log movements, factual purposes and supporting receipt codes without including account identifiers.

Concrete next action	Owner / due

ACTION 3 Compare beginning and ending balances with statements and flag unresolved movements for follow-up.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Not SSA spending authorization, legal advice or a substitute for current official guidance. Never enter Social Security or full bank account numbers.

- [ ] Source checked
- [ ] Next action assigned

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Review a worked example

FICTIONAL EXAMPLE

Fictional example: record a dated purchase with amount and receipt code. Match the bank withdrawal at month end and investigate any unexplained difference.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

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SSI RECONCILIATION SCRATCHPAD

Monthly reconciliation

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	LEDGER	BANK RECORD
Opening balance		
Deposits		
Withdrawals		
Closing balance		
Unmatched items		

One additional item to check