FINANCIAL RECORDKEEPING

# Dedicated account / transaction log

Track every movement of dedicated-account funds with a separate record of purpose, source and evidence.

PRINTABLE + FILLABLE

ACCOUNT LABEL / INITIALS

RECORD PERIOD

OPENING BALANCE

| DATE | MOVEMENT | AMOUNT | PAYEE / PURPOSE | IMPAIRMENT LINK | RECEIPT / SSA NOTE |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| | | | | | |

Record permitted use and supporting evidence. A withdrawal is not automatically an approved expense. Keep receipts and ask SSA about unclear purchases.

TRANSACTION DETAIL SHEET

# Document a single purchase

Use one sheet for a complex transaction, uncertain category or expense that needs evidence linked together.

**TRANSACTION DATE**

**AMOUNT / CURRENCY**

**VENDOR / PAYEE**

**PURCHASE OR SERVICE DESCRIPTION**

**HOW IT RELATES TO THE CHILD'S NEEDS / IMPAIRMENT**

**RECEIPT / INVOICE / EVIDENCE REFERENCE**

**SSA CONTACT / VERIFICATION REFERENCE (IF ANY)**

**FOLLOW-UP / UNRESOLVED QUESTION**

**Privacy: do not record Social Security numbers, passwords or full bank account numbers.**

MONTHLY ACCOUNTING

# Reconcile the dedicated account

A short review helps identify unmatched bank activity, missing receipts and entries that still need

| OPENING BALANCE | DEPOSITS + INTEREST | EXPENSES / WITHDRAWALS |
|---|---|---|
| | | |

| EXPECTED ENDING | BANK STATEMENT ENDING | DIFFERENCE TO INVESTIGATE |
|---|---|---|
| | | |

## MONTH-END REVIEW CHECKLIST

- [ ] Check every bank entry against the transaction log.
- [ ] Match each expense to a receipt or a documented explanation.
- [ ] Ask SSA about uncertain permitted uses before spending.
- [ ] Keep the original evidence and securely archive a copy.

**Guidance: ssa.gov/ssi/spotlights/spot-dedicated-accounts.htm**

Independent recordkeeping only. This worksheet does not authorize expenditure.