

PRIMARY ACCOUNT RECONCILIATION

Date Completed: _____

Bank Account

(Use ONLY if a bank account is used as the primary account.)

1. Balance shown on bank statement: _____
 2. All deposits recorded on *Accounts Sheet* but not shown on statement: _____ +
 3. Any bank charges not recorded on *Accounts Sheet*: _____ +
 4. Total of lines 1 through 3: _____
 5. All checks/electronic transfers recorded on *Accounts Sheet* not yet paid by bank:

<u>Check/Confirmation No.</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
 6. Total of checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]: _____ -
 7. Any bank interest not recorded on *Accounts Sheet*: _____ -
 8. All electronic contributions not recorded on *Accounts Sheet*: _____ -
 9. Reconciled bank balance [Subtract lines 6 through 8 from line 4]: _____
- (The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)

Cash Box

(Use ONLY if a cash box is used as the primary account.)

1. Cash in box: _____
 2. Completed payments not yet recorded on *Accounts Sheet*: _____ +
 3. Cash advances not yet cleared: _____ +
 4. Reconciled cash box balance [Total of lines 1 through 3]: _____
- (The amount on line 4 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)

ACCOUNTS SHEET SUMMARY

For Month Ending: _____

RECEIPTS:

- Balance Forward _____
- IN _____ +
- OUT _____ -
- Ending Balance _____

PRIMARY ACCOUNT:

- Balance Forward _____
- IN _____ +
- OUT _____ -
- Ending Balance _____

OTHER _____:

- Balance Forward _____
- IN _____ +
- OUT _____ -
- Ending Balance _____

TOTAL FUNDS ON HAND AT END OF MONTH _____

OTHER ACCOUNT RECONCILIATION

Date Completed: _____

1. Balance shown on statement: _____
 2. All deposits recorded on *Accounts Sheet* but not shown on statement: _____ +
 3. Any charges not recorded on *Accounts Sheet*: _____ +
 4. Total of lines 1 through 3: _____
 5. All withdrawals not shown on statement:

<u>Description</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
 6. Total of withdrawals not shown on statement [Sum of amounts entered for line 5]: _____ -
 7. Any interest not recorded on *Accounts Sheet*: _____ -
 8. Reconciled balance [Subtract lines 6 and 7 from line 4]: _____
- (The amount on line 8 should equal the "Other _____/Ending Balance" figure in the "Accounts Sheet Summary" box.)