

ACCOUNTS SHEET

(Congregation or circuit)

(City)

(Province or state)

(Month)

(Year)

[illegible]

PRIMARY ACCOUNT RECONCILIATION

Date Completed: _____

Bank Account

(Use ONLY if an account with a bank or similar institution is used as the primary account.)

1. Ending 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.)

Cashbox

(Use ONLY if a cashbox 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 cashbox 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	_____

SECONDARY ACCOUNT:

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

**TOTAL FUNDS ON HAND
AT END OF MONTH****SECONDARY 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 "Secondary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)