

ACCOUNTS SHEET

(Congregation or circuit)

(City)

(Province or state)

(Month)

(Year)

ACCOUNTS SHEET

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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: _____

Check/Confirmation No. Amount

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.)

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 _____]

(The amount on line 8 should equal the "Secondary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)