

## 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.)