ACCOUNTS SHEET

| (Congregation or circuit) | (City) | (Province or state) | (Month) | (Year) |

DATE	TRANSACTION DESCRIPTION	TC	RECEIPTS				PRIMARY ACCOUNT				SECONDARY ACCOUNT			
			IN		OUT		IN		OUT		IN		OUT	
TOTALS OF ALL COLUMNS ➡														

PRIMARY ACCOUNT RECONCILIATION

Date Completed: _____

Bank Account	**Cashbox**
(Use ONLY if an account with a bank or similar institution is used as the primary account.)	(Use ONLY if a cashbox is used as the primary account.)

Bank 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.)

Cashbox

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:

Description	Amount
_____	_____
_____	_____
_____	_____

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.)