ACCOUNTS SHEET													
(Congregation or circuit) DATE TRANSACTION DESCRIPTION	(City)			(Province or state)			(Month)			(Year)			
	TC	RECEIPTS				PRIMARY ACCOUNT				OTHER:			
		IN		OUT		IN		OUT		IN		OUT	
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		(Congregation or circuit)	(Congregation or circuit) (City)	(Congregation or circuit) (City)	(Congregation or circuit) (City) RECEIPTS	(Congregation or circuit) (City) (Pro	(Congregation or circuit) (City) (Province or s	(Congregation or circuit) (City) (Province or state) RECEIPTS PRIMARY	(Congregation or circuit) (City) (Province or state) RECEIPTS PRIMARY ACCOUNT	(Congregation or circuit) (City) (Province or state) (N	(Congregation or circuit) (City) (Province or state) (Month) RECEIPTS PRIMARY ACCOUNT OTHER:	(Congregation or circuit) (City) (Province or state) (Month) RECEIPTS PRIMARY ACCOUNT OTHER:	(Congregation or circuit) (City) (Province or state) (Month) (Ye

TOTALS OF ALL COLUMNS •

		RECONCILIATION
Date Com	ıpleted:	
Bank Account (Use ONLY if a bank account is used as the primary	account.)	Cash Box (Use ONLY if a cash box is used as the primary account.)
1. Balance shown on bank statement:		1. Cash in box:
2. All deposits recorded on <i>Accounts Sheet</i> but not shown on statement:	+	2. Completed payments not yet recorded on <i>Accounts Sheet:</i> +
3. Any bank charges not recorded on Accounts Sheet:	+	3. Cash advances not yet cleared:
4. Total of lines 1 through 3:		4. Reconciled cash box balance [Total
5. All checks/electronic transfers recorded on		of lines 1 through 3]:
Accounts Sheet not yet paid by bank:		(The amount on line 4 should equal the "Primary Account/ Ending Balance" figure in the "Accounts Sheet Summary" box.)
<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 <i>Accounts Sheet:</i>		
9. Reconciled bank balance [Subtract lines 6 through 8 from line 4]:		
(The amount on line 9 should equal the "Primary Account/End figure in the "Accounts Sheet Summary" box.)	ing Balance"	

ACCOUNTS SHE 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 RECONCILIA	ATION				
Date Completed:					
1. Balance shown on statement:					
2. All deposits recorded on <i>Accounts Sheet</i> 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>	<u>t</u>				
	_ _ _				
6. Total of withdrawals not shown on statement [Sur of amounts entered for line 5]:	n 				
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 figure in the "Accounts Sheet Summary" box.)	_/Ending Balance"				