



**PRIMARY ACCOUNT RECONCILIATION**

Date Completed: May 5, 20XX

**Bank Account**

(Use ONLY if a bank account is used as the primary account.)

- 1. Balance shown on bank statement: 3,449.05
  - 2. All deposits recorded on *Accounts Sheet* but not shown on statement: 215.75 +
  - 3. Any bank charges not recorded on *Accounts Sheet*: 7.50 +
  - 4. Total of lines 1 through 3: 3,672.30
  - 5. All checks/electronic transfers recorded on *Accounts Sheet* not yet paid by bank:
 

<u>Check/Confirmation No.</u>	<u>Amount</u>
<u>Check #207</u>	<u>127.80</u>
<u>To Branch Office #1234567</u>	<u>1,797.97</u>
<u>To Branch Office #1234568</u>	<u>300.00</u>
_____	_____
_____	_____
_____	_____
  - 6. Total of checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]: 2,225.77 -
  - 7. Any bank interest not recorded on *Accounts Sheet*: 6.50 -
  - 8. All electronic contributions not recorded on *Accounts Sheet*: 0.00 -
  - 9. Reconciled bank balance [Subtract lines 6 through 8 from line 4]: 1,440.03
- (The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)

**Cash Box**

(Use ONLY if a cash box 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 cash box 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: April 30, 20XX

**RECEIPTS:**

Balance Forward	<u>0.00</u>
IN	<u>2,389.55</u> +
OUT	<u>2,389.55</u> -
Ending Balance	<u>0.00</u>

**PRIMARY ACCOUNT:**

Balance Forward	<u>1,300.65</u>
IN	<u>2,490.55</u> +
OUT	<u>2,351.17</u> -
Ending Balance	<u>1,440.03</u>

**OTHER Funds With Branch :**

Balance Forward	<u>1,260.00</u>
IN	<u>300.00</u> +
OUT	_____ -
Ending Balance	<u>1,560.00</u>

**TOTAL FUNDS ON HAND AT END OF MONTH**

3,000.03

**OTHER ACCOUNT RECONCILIATION**

Date Completed: May 5, 20XX

- 1. Balance shown on statement: 1,260.00
  - 2. All deposits recorded on *Accounts Sheet* but not shown on statement: 300.00 +
  - 3. Any charges not recorded on *Accounts Sheet*: 0.00 +
  - 4. Total of lines 1 through 3: 1,560.00
  - 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*: 0.00 -
  - 8. Reconciled balance [Subtract lines 6 and 7 from line 4]: 1,560.00
- (The amount on line 8 should equal the "Other \_\_\_\_\_/Ending Balance" figure in the "Accounts Sheet Summary" box.)