

Saint Francis of Assisi Parish Monthly Bank Reconciliation - EXHIBIT II

As of date:			
Account Name:			
Bank Statement Balance:			
General Ledger Balance:			
DIFFERENCE	\$ -	\$ -	\$ -
TYPE			

EXPLANATION NEEDED?

NOTE - ACCOUNT IS PROPERLY RECONCILED WHEN FULL DIFFERENCE ABOVE IS EXPLAINED.

CATEGORY 1: Outstanding Checks *[Drawn in Book; not yet encashed at Bank]*

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

CATEGORY 2: Deposits In Transit *[Recieved in Book; not yet recieved at Bank]*

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

CATEGORY 3: Other *[Explanation needed; evaluate if represents an error in Book]*

	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
Total Differences Explained	\$ -	\$ -	\$ -
Total Differences Unexplained	\$ -	\$ -	\$ -

A - Errors noted in the reconciliation process should be prominently noted to avoid financial mistatement at period end.