

Saint Francis of Assisi Parish Monthly Bank Reconciliation - EXHIBIT II [Example]

As of date:	May 30, 20XX	May 30, 20XX	May 18, 20XX
Account Name:	ABC Checking	ABC Savings	ABC MMarket
Bank Statement Balance:	\$ 18,000.00	\$ 3,201.00	\$ 100,546.00
General Ledger Balance:	\$ 19,750.00	\$ 3,201.00	\$ 100,000.00
DIFFERENCE	\$ (1,750.00)	\$ -	\$ 546.00
TYPE	Bank < Book	Bank = Book	Bank > Book
EXPLANATION NEEDED?	YES	NO	YES

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

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

#435 - May 15th - JD Rentals	\$ (48.00)	\$ -	\$ -
#441 - May 22nd - Zz Co Supplies	\$ (150.00)	\$ -	\$ -
#449 - May 30th - ACE Store	\$ (558.00)	\$ -	\$ -
#450 - May 30th - AoP	\$ (1,790.00)	\$ -	\$ -
Total	\$ (2,546.00)	\$ -	\$ -

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

Deposit 123 - May 29th - Various	\$ 700.00	\$ -	\$ -
Deposit 345 - May 30th - Various	\$ 90.00	\$ -	\$ -
Total	\$ 790.00	\$ -	\$ -

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

Out of balance - adjusted in Book (May)	\$ 6.00	\$ -	\$ -
Unrecorded Fees - adjusted post close (June)	\$ -	\$ -	\$ (54.00) A
Unrecorded Interest - adjusted post close (June)	\$ -	\$ -	\$ 600.00 A
Total	\$ 6.00	\$ -	\$ 546.00
Total Differences Explained	\$ (1,750.00)	\$ -	\$ 546.00
Total Differences Unexplained	\$ -	\$ -	\$ -

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