

Round Rock Christian Church
Monthly Account Review

Bank Account: _____ **Month of:** _____

Task 1: Validate that the reconciled accounting system cleared balance matches bank statement balance.

Cleared Balance - Previous Month Reconciliation:	_____	}	These amounts should be equal to each other.
Ending Balance - Previous Month Bank Statement:	_____		
Beginning Balance - Current Month Reconciliation:	_____		
Beginning Balance - Current Month Bank Statement:	_____		
Ending Balance - Current Month Bank Statement:	_____	}	These amounts should be equal to each other.
Cleared Balance - Current Month Reconciliation Report:	_____		

Task 2: Randomly select at least 15% of the items from each section of the bank statement and review the documentation for each item. Record the items in the sections below. Check for accuracy of dollar amounts, approvals and correct recording or attribution of account splits in the accounting system. Note any errors or inconsistencies. For payroll checks, validate hours and rate calculations or biweekly salary amount.

Deposits & Additions Reviewed:

Date:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATM & Debit Card Withdrawals Reviewed:

Date	Payee	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Checks Paid Reviewed:

Check #	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Electronic & Other Withdrawals Reviewed:

Date	Payee	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Task 3: Are there uncleared transactions on this months reconciliation report that appear on the previous months report? If YES, then ask what is being done to clear the items. List any concerns in the Reviewer Notes / Comments section.

Reviewers Notes / Comments: _____

Reviewed by: _____ **Date:** _____