

## How to Compare the Bank Statement to the Jewel Bank Reconciliation Report and Financial Summary.

*To ensure that the monthly reports and balances are accurate and that all bank transactions are authorized, a trusted individual should be designated by the board to compare monthly bank statements to Jewel documents. This can be done in just a few minutes before or after the monthly board meeting.*

*This page of instructions should be provided to that individual.*

If you have been chosen by your board to compare the Bank Statement to the Jewel Bank Rec Report and Financial Summary, you should verify each month that:

- 1) Bank reconciliations are being **done every month** (check the date to see if it is the most recent statement)
- 2) Any **adjustments** on Jewel's Bank Reconciliation report are also found on the **Bank Statement**
- 3) The **Cleared Ending Balance** on Jewel's Bank Reconciliation report should match the **Ending Balance** found on the bank statement
- 4) The **Adjusted Bank Balance** on Jewel's Bank Reconciliation report should match the bank account **Ending Balance** on that month's **Jewel Financial Summary**

Please call or email the auditor for assistance if you or anyone on the board notes one of the following on any Jewel Bank Reconciliation report:

- a) *An outstanding check older than 6 months*
- b) *An uncleared deposit more than 45 days old*
- c) *Any odd item that is uncleared, such as an old adjustment*
- d) *Any unexplained difference.*

After you have verified the above items, sign your name and the date at the top of the bank reconciliation report, and give it back to the Church Treasurer.

Thank you!