

Revolving Fund – Deposits, Withdrawals, Reconciliations

1. Depositing money into your Revolving Fund

Your Revolving Fund might only accept deposits as checks through the mail, you will have to ask. But whether you print your checks directly from Jewel or you write paper checks, properly recording that check in Jewel is extremely important. A check that is written correctly creates a transfer, whereas a check that is written incorrectly indicates that the money has been spent, which will cause major inaccuracies in your bank balances.

2. Writing the check to mail to your Revolving Fund – Please follow these instructions precisely.

- a) “Pay to the Order of” is your Revolving Fund. If this is the first time you have written a check to them, you will have to add that name as a vendor before you can finish. (These checks are from my conference. Use yours)
- b) The memo should say either “To open Revolving Fund Account” or “To add to Revolving Fund.”

The unusual part is this “Account” line. You will enter the **Bank Account** name there (whatever yours is named), not Building Fund or Church Budget or any local fund, for that matter. Writing the check this way is so unusual that, once you click on “OK v” Jewel will produce the following message to make sure you know what you are doing.

Account	Amount
8005 SURF Savings	25,000.00

- c) **If you do NOT get this message when you click OK, the account you have entered here is not a Bank Account and you need to back up and correct it.**

- d) Say “Yes” to this message. ☺

- e) So instead of spending \$25,000 out of your checking account, this check transfers \$25,000 from checking INTO the Revolving Fund bank account in Jewel.

You are about to transfer from this checking account INTO the selected bank accounts.
Are you sure this is what you want to do?

Yes No

- f) Once you have entered the check into Jewel exactly this way, you are finished. This one check will create accurate reports and give you what you need to reconcile both bank accounts. **Your local funds should not be involved at this point since you are not spending the funds, just moving them to a different bank account.** (Tutorial #8090, 8100)

- g) If you write paper checks and record them in Jewel later, keep these instructions handy and use them when you are ready to enter this check. If you just “wing it,” the probability of an entry error is extremely high.

Once you have created this check in Jewel, check your Jewel “Financial Summary.” One way to verify that it has been done correctly is to compare the Beginning Balance and the Ending Balance of each bank account.

The amount in the Revolving Fund line will show as a minus check which can be confusing. But if you entered the check correctly, it will be obvious that the “Checking Account Ending Balance” has decreased and that the Revolving Fund “Ending Balance” has increased by the transferred amounts.

NOTE: *It is not recommended to create a local fund to match a Revolving Fund bank account. It is not necessary and causes confusion. For a better understanding of this part of the process, if you need to be able to explain it to your church board, see Tutorials 8070, 8080, 8090, 8100 and 8110 on “How Jewel Works.”*

3. Withdrawing funds from your Revolving Fund

If your church needs to withdraw money, you will contact your particular Revolving Fund and ask them how it works. They might send you a check, which you will deposit at the bank, by itself, not with any other offerings. Even if they electronically send you the money, you will still enter it with a transfer. (see below)

Then, in order to record, in Jewel, the deposit that you just made at the bank, enter it as a Transfer (*Home page/Transfer Funds*), using the actual date of the deposit.

TIP: *Enter the transfer into Jewel right after you make the deposit into your Checking Account – don’t wait. Many treasurers wait until they are reconciling weeks or even months later, making it much harder to get it right.*

When these instructions are followed precisely, this one transfer is all that is needed. Using a “General Journal Entry” instead of/in addition to a transfer is a mistake and will cause your monthly reports to be inaccurate.

This is what the transfer should look like. With your church’s particular Revolving Fund name, accounts and

amounts, of course.

Once you have created this transfer in Jewel, it will show up in the transfers column of the Jewel Financial Summary. To verify that it has been done correctly, compare the “Beginning Balance” and the “Ending Balance” of each Bank Account.

If you entered the transfer correctly, it will be obvious that the Revolving Fund “Ending Balance” has decreased and that the “Checking Ending Balance” has increased by the transferred amounts.

NOTE: *If your board is expecting this money to show up in a particular Local Fund, please see Tutorial #8102. For a better understanding of this part of the process, if you need to be able to explain it to your church board, see Tutorials 8070, 8080, 8090, 8100 and 8110 on “How Jewel Works.”*

4. Reconciling the checking account after sending money to the Revolving Fund.

When you reconcile your **checking** account after sending money to the Revolving Fund, it will be straightforward. The check to the fund will be in its expected place, and if it is on the statement, you can check it off and continue on.

5. Reconciling the Revolving Fund after sending money to open or add to it.

When you reconcile your **Revolving Fund** account, this is what the check you wrote will look like on the bank rec page:

This part will be a bit confusing, because you are looking for a deposit, but you will find it in the “Checks Written and Bank Fees” section as a minus check. But since a minus check acts as a deposit, when you check it off, it works!

If you don’t see what you are looking for, try clicking on “More Checks.”

Checks Written and Bank Fees				More Checks...
☒	07/01/22	#3620	Southern Union Revolving Fund	-25,000.00

Important! If you have followed all of the instructions up to this point and you still don’t see it, contact me. Please don’t add an additional Transfer or a General Journal Entry to “make it work,” since doing so will create incorrect bank balances and errors in your reports.

6. Reconciling the checking account after a withdrawal from the Revolving Fund is deposited into checking: the bank rec page will look something like this:

Deposits and Interest Earned			More Deposits...
☐	06/30/22	AdventistGiving 6/30/22	2,839.00
☐	07/02/22	07/02/22 offering deposit	26.25
☐	07/09/22	07/09/22 offering deposit	427.00
☐	07/15/22	Withdrawal from SURF	25,000.00

It will be a deposit in the “Deposits and Interest Earned” section of the reconciliation page.

7. Reconciling the Revolving Fund after a withdrawal from it is deposited into checking: it will look something like this:

This part will be a bit confusing, because you are expecting a withdrawal, but you will find it in the “Deposits and Interest Earned” section as a minus deposit. But since a minus deposit acts as a withdrawal, if you check it off, it works!

Deposits and Interest Earned			More Deposits...
☐	07/15/22	Withdrawal from SURF	-25,000.00

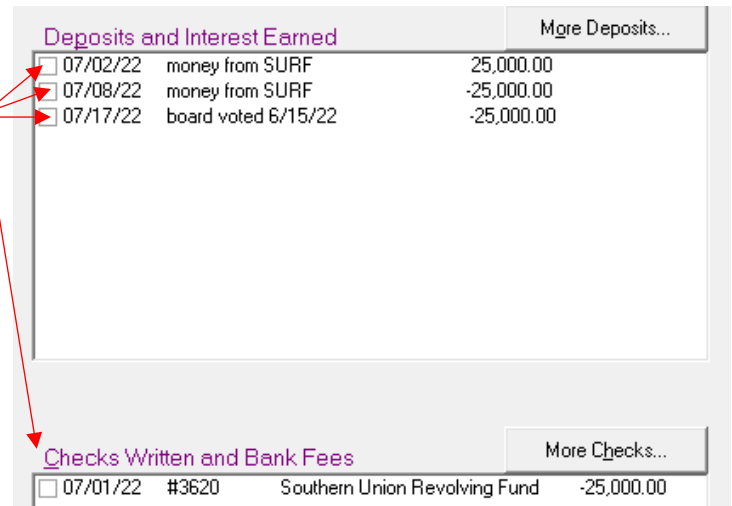
If you write a good memo when you make the transfer, it will be much easier to identify the transfer when you reconcile. If you just write “Transfer” or leave the memo line blank, reconciliation errors will be much more likely.

Important! If you don’t see what you are looking for, try clicking on “More Deposits.” If you have followed all of the instructions up to this point and you still don’t see it, contact me. Please don’t add another transfer or a General Journal Entry to make it work. since doing so will cause incorrect bank balances that will need to be fixed down the road.

8. The final test for accuracy – have all entries have been checked off? When you are finished reconciling, if you have any leftover entries that you can't check off because they are not on the Revolving Fund statement, and you know that they are errors or duplicates, those additional entries will need to be reversed or deleted. That extra entry (or entries) is affecting the accuracy of your reports, sometimes by tens of thousands of dollars, and fixing it before you close the month will create accuracy and clarity in your monthly reports.

If the entries were created in the current month, and are in the form of transfers or General Journal Entries, they can be deleted. Both of those have a "Delete button." Find the uncleared entry error and click on it. Poof, it is gone.

If it is a check, it can be voided. (*Tutorial #7290*)



Deposits and Interest Earned			More Deposits...
☐	07/02/22	money from SURF	25,000.00
☒	07/08/22	money from SURF	-25,000.00
☒	07/17/22	board voted 6/15/22	-25,000.00

Checks Written and Bank Fees				More Checks...
☐	07/01/22	#3620	Southern Union Revolving Fund	-25,000.00

9. If any extra, unnecessary entries were created in a previous, closed month, they can be reversed.

Simple instructions for reversing a duplicate or incorrect General Journal Entry, created in a previous month.

Find the extra General Journal Entry. Take a picture of it with your phone to make sure you create an exact reversal. Click on "New Entry" right there on the same screen. Date it in Jewel's current month.

Enter the amount in "Income" to "Expense" or vice versa, reversing the original entry. Post to the same Accounts. Memo: "To reverse 7/8/22 (or the date of the phone picture) entry error."

Verify with your phone picture. Click Ok.

Click off both the original and the reversal during reconciliation. If done correctly, they will cancel each other out.

Simple instructions for reversing a duplicate or incorrect Transfer, created in a previous month.

Find the extra Transfer. Take a picture of it with your phone to make sure you create an exact reversal.

Click on "New Entry" right there on the same screen. Date it in Jewel's current month.

Swap the "From" and "To" accounts, reversing the original entry. Post the same amounts.

Memo: "To reverse 7/8/22 (or the date of the phone picture) entry error."

Verify with your phone picture. Click Ok.

Click off both the original and the reversal during reconciliation. If done correctly, they will cancel each other out.

If there are still entries on your bank rec page that have not been cleared, I am happy to help with them.

10. Reconciling frequency, and when to enter the interest.

Note: To prevent duplicate entries and/or entries to the wrong Bank Account, it is best to wait and add the interest during the reconciliation, using the Add Entry section at the bottom right of the Reconcile page.

NOTE: If you receive statements quarterly and you wish to reconcile the Revolving Fund quarterly, you can save time by adding the interest as a quarterly total, rather than individual monthly totals. Once the beginning and ending balances are entered, the interest total for the quarter should match the “Difference” figure on your screen.

How to post interest. Click on the “Interest Earned or Deposit Correction” box in the bottom right of the bank rec page:

- Account Name: post to the account your church uses for interest.
- Income: the amount of total interest for the current quarter—all three months combined.
- Date: the same as the Ending Date that you entered at the top of the reconcile page.
- Memo: 1st (or 2nd, 3rd or 4th) Quarter 2024 SURF interest (enter the correct account name, quarter and year)
- Click on Add Entry.
- Check to see if the Difference is zero. If it is: Click the “OK V” in the top right corner.
- When asked if you want to print, click Yes.
- Staple the printed bank rec report to the bank statement that you just reconciled.

Add Entry

☒ Interest Earned or Deposit Correction
☐ Bank Fees or Check Correction

Acct. # Account Name

8200 Combined Budget

Date Memo

03/31/24 1st Qtr2024 SURF interest

Income 36.54 Expense

Add Entry Cancel

If there are leftover interest entries or transfers once the reconciliation is complete, they are probably duplicates. Ask for assistance to remove them before you close the month, if possible.

Corresponding video: 6.14 – Reconciling a SURF or Savings Account. Find at <https://www.gccsda.com/auditing/10963>

For more tutorials on CREDIT, DEBIT CARDS AND REVOLVING FUNDS, see section 4500 on the gccsda.org auditor webpage.

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team
Created by Linda McCabe. Edited 8/25/2025*