

EXHIBIT H - Bank Reconciliation for Plymouth Congregational Church UCC

Bank Accounts are held at Independent Financial Bank. There are three accounts that need to be reconciled:

- Main Checking Account
- Money Market Account
- Homeless Prevention Initiative (HPI)

The signers on the accounts:

- | | |
|-----------------|--|
| Hal Chorpenning | Main Checking Account and Money Market Account and HPI |
| Carla Cain | Main Checking Account and Money Market Account and HPI |
| George Theodore | Main Checking Account and Money Market Account and HPI |
| James Medlock | Main Checking Account and Money Market Account and HPI |
| Barb Gregory | Homeless Prevention Initiative |

Current Situation as of August, 2016:

- | | |
|--------------------------------|-------------------------------|
| Main Checking Account | Reconciled through QuickBooks |
| Money Market Account | Reconciled through QuickBooks |
| Homeless Prevention Initiative | Reconciled through QuickBooks |

are mailed to Plymouth after the end of the month. These statements can also be downloaded from the bank site.

Reconciliations are to be done by the Business Manager and reviewed by the Treasurer.

Business Manager

- Open QuickBooks and choose Banking > Reconcile.
- This will open the **Begin Reconciliation** Window
- Select the bank account you want to reconcile from the drop down list.
- Enter the Last day of the Month
- Verify the Beginning Balance from the bank statement
- Enter the Ending Balance
- Enter Service Charge and Date if applicable
- Enter Interest Earned and Date if applicable
- Click on **Continue** button to open the **Reconcile** Window
- The Reconcile window displays all the uncleared transactions for the account.
- In the Reconcile window click on each transaction that has cleared
- Upon finish **Difference** at the bottom of the statement should be zero.
- If not zero Difference must be resolved
- If (when) zero - Hit **Reconcile Now** Button
- Reconciliation should be saved in Dropbox **and attached to the Bank Statement**
- Initial the Cover Bank Reconciliation page

Treasurer

- Verify
- Verify
- Verify
- Verify
- Verify
- Verify
- Verify
- Verify
- Verify
- Verify and question why there is a difference
- Sign the Bank Reconciliation page and Save again in Dropbox

Is backup documentation attached?
 Was proper authorization signature obtained?
 Were the deposits initialed by two persons?
 Do dates of deposits correspond with dates on bank statement?

