

## EXHIBIT H - Bank Reconciliation for Plymouth Congregational Church UCC

Bank Accounts are held at Home State Bank. There are three accounts that need to be reconciled:

Main Checking Account  
Money Market Account  
Homeless Prevention Initiative

The signers on the accounts:

Hal Chorpenning  
**Judith Barth**  
**James Medlock**  
Sharyl Haas  
All of the above and Barb Gregory

Main Checking Account and Money Market Account  
Main Checking Account and Money Market Account  
Main Checking Account and Money Market Account  
Main Checking Account and Money Market Account  
Homeless Prevention Initiative

Current Situation as of August, 2016:

Main Checking Account  
Money Market Account  
Homeless Prevention Initiative

Reconciled through QuickBooks  
Reconciled through QuickBooks  
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 Accounting Firm and reviewed by the Treasurer.**

### Accounting Firm

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 Statement Date  
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 printed in **Detail and attached to the Bank Statement**  
Initial the Cover Bank Reconciliation page

### Treasurer

Verify  
Verify  
Verify  
Verify  
Verify  
Verify  
  
Verify  
Verify  
Verify and question why there is a difference

**Initial the Cover Bank Reconciliation page**  
**Review any outstanding items greater than three months old**  
Review any items rejected by the bank  
Review a sample of accounts payable checks and deposits

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?

**To void a check:**

Open the register of the bank account you used for the check and find the check in the listing.

If the check was written as payment for a vendor bill, its transaction type is BILLPMT.

If the check was a direct disbursement, its transaction type is CHK.

Select the check's transaction line, right-click and choose Void Bill PMT-Check (for a bill payment) or Void C

If the check you're voiding was a bill payment, QuickBooks displays a warning that your action will change | means the vendor bill, which had been paid, will be changed to unpaid, and the Accounts Paya amount of the check. Since this is what you are looking for, click Yes to continue.

If the check you're voiding was a direct disbursement, QuickBooks merely voids the check. The expense acc check are credited with the appropriate amounts (note that the original posting was a debit).

The check amount is changed to zero, the check is marked as cleared thus it will not show up as waiting to k and the test VOID: appears in the Memo field in front of any existing text.

check (for a direct disbursement)

previous transactions. This  
ble account will be changed by the

ount(s) to which you posted the

be cleared in the bank reconciliation