

## **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	Main Checking Account and Money Market Account
Judith Barth	Main Checking Account and Money Market Account
James Medlock	Main Checking Account and Money Market Account
Sharyl Haas	Main Checking Account and Money Market Account
All of the above and 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 Accounting Firm and reviewed by the Treasurer.**

<b>Accounting Firm</b>	<b>Treasurer</b>
Open QuickBooks and choose Banking > Reconcile.	
This will open the <b>Begin Reconciliation Window</b>	
Select the bank account you want to reconcile from the drop down list.	Verify
Enter the Statement Date	Verify
Verify the Beginning Balance from the bank statement	Verify
Enter the Ending Balance	Verify
Enter Service Charge and Date if applicable	Verify
Enter Interest Earned and Date if applicable	Verify
Click on <b>Continue</b> button to open the <b>Reconcile Window</b>	
The Reconcile window displays all the uncleared transactions for the account.	
In the Reconcile window click on each transaction that has cleared	Verify
Upon finish <b>Difference</b> at the bottom of the statement should be zero.	Verify
If not zero Difference must be resolved	Verify and question why there is a difference
If (when) zero - Hit <b>Reconcile Now</b> Button	
Reconciliation should be printed in <b>Detail and attached to the Bank Statement</b>	
Initial the Cover Bank Reconciliation page	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  
able account will be changed by the

count(s) to which you posted the

be cleared in the bank reconciliation