

EXAMPLE 1

This is the April 2017 reconciliation for a Replenishable Bank account for a Custodian Fund with an authorized balance of \$2,000. There were a total of 6 checks written in April & March for a total of \$150. 1 of the checks for \$20 from March cleared and 1 of the checks for \$30 from April cleared. None of the checks have been replenished by Cash Management.

CHECK REGISTER WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Last 5 Digits of Bank Account #: _____
Bank Account Name: _____
Custodian Name: _____

DATE	CHECK #	STATUS OF CHECK X = Cleared V = Void S = Stop Pymt	PAYEE REFERENCE	(-) WITHDRAWL	(+) DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
03/01/17	N/A				\$2,000.00		\$2,000.00
03/20/17	1000	X	Participant 1	(\$20.00)			\$1,980.00
03/20/17	1001		Participant 2	(\$20.00)			\$1,960.00
03/22/17	1002		Participant 3	(\$20.00)			\$1,940.00
04/07/17	1003	X	Participant 1	(\$30.00)			\$1,910.00
04/07/17	1004		Participant 2	(\$30.00)			\$1,880.00
04/10/17	1005		Participant 3	(\$30.00)			\$1,850.00

EXAMPLE 1

This is the April 2017 reconciliation for a Replenishable Bank account for a Custodian Fund with an authorized balance of \$2,000. There were a total of 6 checks written in April & March for a total of \$150. 1 of the checks for \$20 from March cleared and 1 of the checks for \$30 from April cleared. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yyyy):	04/2017	Last 5 Digits of Bank Account #:	
Bank account name:		Reconciler name:	
Reconciler name:		Reconciler signature*:	
Custodian name:		<i>* No signature required if emailed by Reconciler. Email would count as electronic signature.</i>	

1,950.00	BANK STATEMENT BALANCE	SHOULD ← EQUAL →	CHECK REGISTER BALANCE	1,850.00
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY	
1,950.00	NEW TOTAL			
-100.00	OUTSTANDING CHECKS (Note 2)			
1,850.00	ADJUSTED BANK STATEMENT BALANCE		ADJUSTED CHECK REGISTER BALANCE	1,850.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
1001	3/20/2017	20.00
1002	3/22/2017	20.00
1004	4/7/2017	30.00
1005	4/10/2017	30.00
Total		100.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	\$ Amount
<i>Checks Written in the following Month(s):</i>	
March 2017	60.00
April 2017	90.00
Stop Payments (-)	

TOTAL	150.00
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LESS: AUTHORIZED FUND BALANCE	2,000.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	150.00

EXAMPLE 2

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

CHECK REGISTER WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Last 5 Digits of Bank Account #: _____
Bank Account Name: _____
Custodian Name: _____

DATE	CHECK #	STATUS OF CHECK X = Cleared V = Void S = Stop Pymt	PAYEE REFERENCE	(-) WITHDRAWL	(+) DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
12/01/16	N/A				\$1,500.00		\$1,500.00
01/31/17	2000	X		(\$140.00)			\$1,360.00
03/31/17	2001			(\$130.00)			\$1,230.00

EXAMPLE 2 - What's incorrect?

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yyyy):	02/2017		
Bank account name:		Last 5 Digits of Bank Account #:	
Reconciler name:		Reconciler signature*:	
Custodian name:		<small>* No signature required if emailed by Reconciler. Email would count as electronic signature.</small>	

1,360.00	BANK STATEMENT BALANCE	SHOULD EQUAL	CHECK REGISTER BALANCE	1,230.00
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY	
1,360.00	NEW TOTAL			
-270.00	OUTSTANDING CHECKS (Note 2)			
1,090.00	ADJUSTED BANK STATEMENT BALANCE		ADJUSTED CHECK REGISTER BALANCE	1,230.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
2000	1/31/2017	140.00
2001	3/31/2017	130.00
Total		270.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	\$ Amount
<i>Checks Written in the following Month(s):</i>	
January 2017	140.00
March 2017	130.00
Stop Payments (-)	

TOTAL	270.00
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LESS: AUTHORIZED FUND BALANCE	1,500.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	270.00

EXAMPLE 2

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yy):	02/17		
Bank account name:		Last 5 Digits of Bank Account #:	
Reconciler name:		Reconciler signature*:	
Custodian name:		<i>* No signature required if emailed by Reconciler. Email would count as electronic signature.</i>	

1,360.00	BANK STATEMENT BALANCE	SHOULD ← EQUAL →	CHECK REGISTER BALANCE	1,360.00
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY	
1,360.00	NEW TOTAL			
0.00	OUTSTANDING CHECKS (Note 2)			
1,360.00	ADJUSTED BANK STATEMENT BALANCE		ADJUSTED CHECK REGISTER BALANCE	1,360.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
Total		0.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	
Checks Written in the following Month(s):	\$ Amount
January 2017	140.00
Stop Payments (-)	

TOTAL	140.00
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LESS: AUTHORIZED FUND BALANCE	1,500.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	140.00

EXAMPLE 3

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

CHECK REGISTER WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Last 5 Digits of Bank Account #: _____
Bank Account Name: _____
Custodian Name: _____

DATE	CHECK #	STATUS OF CHECK X = Cleared V = Void S = Stop Pymt	PAYEE REFERENCE	(-) WITHDRAWL	(+) DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
12/01/16	N/A				\$2,000.00		\$2,000.00
01/18/17	1006	X		(\$24.00)			\$1,976.00
02/22/17	1007	V		(\$24.00)		\$24.00	\$1,976.00
03/10/17	1008			(\$24.00)			\$1,952.00

EXAMPLE 3 - What's incorrect?

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yyyy):	02/2017		
Bank account name:		Last 5 Digits of Bank Account #:	
Reconciler name:		Reconciler signature*:	
Custodian name:		* No signature required if emailed by Reconciler. Email would count as electronic signature.	

1,976.00	BANK STATEMENT BALANCE				
0.00	OUTSTANDING DEPOSITS (Note 1)				
1,976.00	NEW TOTAL				
-24.00	OUTSTANDING CHECKS (Note 2)				
1,952.00	ADJUSTED BANK STATEMENT BALANCE	← SHOULD EQUAL →			
			CHECK REGISTER BALANCE		1,952.00
			ADJUSTMENTS IF ANY		
			ADJUSTED CHECK REGISTER BALANCE		1,952.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
1008	3/10/2017	24.00
Total		24.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	\$ Amount
<i>Checks Written in the following Month(s):</i>	
January 2017	24.00
February 2017	0.00
March 2017	24.00
Stop Payments (-)	

TOTAL 48.00

LESS: AUTHORIZED FUND BALANCE	2,000.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	48.00

EXAMPLE 3

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yy): 02/17
Bank account name: **Last 5 Digits of Bank Account #:**
Reconciler name: **Reconciler signature*:**
Custodian name:

* No signature required if emailed by Reconciler.
Email would count as electronic signature.

1,976.00	BANK STATEMENT BALANCE
0.00	OUTSTANDING DEPOSITS (Note 1)
1,976.00	NEW TOTAL
0.00	OUTSTANDING CHECKS (Note 2)
1,976.00	ADJUSTED BANK STATEMENT BALANCE

SHOULD
← EQUAL →

CHECK REGISTER BALANCE	1,976.00
ADJUSTMENTS IF ANY	
ADJUSTED CHECK REGISTER BALANCE	1,976.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
Total		0.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	\$ Amount
<i>Checks Written in the following Month(s):</i>	
January 2017	24.00
February 2017	0.00
Stop Payments (-)	

TOTAL 24.00

LESS: AUTHORIZED FUND BALANCE	2,000.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	24.00

EXAMPLE 4

This is the December 2016 reconciliation for a Contingent Checking account with an authorized balance of \$5,000. There were 4 checks written in November & December for a total of 8 checks, each for \$50. Two of the checks written in November cleared. One of the checks written in December cleared and two of the checks written in December had stop payments placed on them. None of the checks have been replenished by Cash Management.

CHECK REGISTER WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Last 5 Digits of Bank Account #: _____
Bank Account Name: _____
Custodian Name: _____

DATE	CHECK #	STATUS OF CHECK X = Cleared V = Void S = Stop Pymt	PAYEE REFERENCE	(-) WITHDRAWL	(+) DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
11/01/16	N/A				\$5,000.00		\$5,000.00
11/08/16	1000	X		(\$50.00)			\$4,950.00
11/08/16	1001			(\$50.00)			\$4,900.00
11/16/16	1002	X		(\$50.00)			\$4,850.00
11/16/16	1003			(\$50.00)			\$4,800.00
12/12/16	1004	X		(\$50.00)			\$4,750.00
12/12/16	1005			(\$50.00)			\$4,700.00
12/15/16	1006	S		(\$50.00)		\$50.00	\$4,700.00
12/15/16	1007	S		(\$50.00)		\$50.00	\$4,700.00

EXAMPLE 4

This is the December 2016 reconciliation for a Contingent Checking account with an authorized balance of \$5,000. There were 4 checks written in November & December for a total of 8 checks, each for \$50. Two of the checks written in November cleared. One of the checks written in December cleared and two of the checks written in December had stop payments placed on them. None of the checks have been replenished by Cash Management.

BANK RECONCILIATION WORKSHEET

Reminder: Please do not include any information on this recon or attached documents that would be in violation of [HIPAA](#).

Month end (mm/yyyy): 12/2016

Bank account name:

Reconciler name:

Custodian name:

Last 5 Digits of Bank Account #:

Reconciler signature*:

* No signature required if emailed by Reconciler.
Email would count as electronic signature.

4,850.00	BANK STATEMENT BALANCE
0.00	OUTSTANDING DEPOSITS (Note 1)
4,850.00	NEW TOTAL
-150.00	OUTSTANDING CHECKS (Note 2)
4,700.00	ADJUSTED BANK STATEMENT BALANCE

SHOULD
← EQUAL →

CHECK REGISTER BALANCE	4,700.00
ADJUSTMENTS IF ANY	
ADJUSTED CHECK REGISTER BALANCE	4,700.00

Outstanding Deposits (Credits)	
Date	\$ Amount
Total	0.00

Outstanding Checks (Debits)		
Check Number	Date	\$ Amount
1001	11/8/2016	50.00
1003	11/16/2016	50.00
1005	12/12/2016	50.00
Total		150.00

Notes:
Note 1 Links from Total of Outstanding Deposits
Note 2 Links from Total of Outstanding Checks

UNREIMBURSED EXPENDITURES (+)	
Checks Written in the following Month(s):	\$ Amount
November 2016	200.00
December 2016	200.00
Stop Payments (-)	(100.00)

TOTAL 300.00

LESS: AUTHORIZED FUND BALANCE	5,000.00
DIFFERENCE (should be zero)	0.00
REPLENISHMENT TO SUBMIT TO CASH MGT	300.00