

Bank Statement to Reconciliation Report Comparison

To ensure that the monthly reports and balances are accurate and that all bank transactions are authorized, a trusted individual should be designated by the board to compare monthly bank statements to Jewel documents.

Verify each month that:

- Bank reconciliations are being **done every month** (check the date to see if it is the most recent statement).
- Any **adjustments** on Jewel's Bank Reconciliation report are also found on the **bank statement**.
- The "**Cleared Ending Balance**" on Jewel's Bank Reconciliation report should match the "**Ending Balance**" found on the bank statement.
- The "**Adjusted Bank Balance**" on Jewel's Bank Reconciliation report should match the bank account "**Ending Balance**" on that month's **Jewel Financial Summary**.

Please call or email the auditor for assistance if you or anyone on the board notes one of the following on any Jewel Bank Reconciliation report:

- a) An outstanding check older than 6 months
- b) An uncleared deposit more than 45 days old
- c) Any odd item that is uncleared, such as an old adjustment.
- d) Any unexplained difference.

Email: auditing@txsda.org

Phone: 817-382-9795

Signature

Date