

Sample showing numbers that add up in FR

Date: July 20, 2014

Note: For this example, there is \$15258.99 as the closing balance on the June 2014 bank statement (or stated another way: \$15258.99 opening balance on July 2014 bank statement)

Balance on Hand *(this is the 2012-2013 financial reconciliation report's 'ledger balance on-hand + outstanding checks - outstanding deposits = June, 2013 closing bank statement balance')*

Date of last financial reconciliation: July 13, 2013 \$ 7513.06

Receipts: + \$ 39213.68
(From July 1, 2013 to June 30, 2014)
(includes the processing of FY 2013 outstanding deposits)

Disbursements: - \$ 36812.07
(From July 1, 2013 to June 30, 2014)
(includes the processing of FY 2013 outstanding payments)

New Ledger Balance on Hand: = \$ 9914.67

Outstanding checks: (list check #s & amounts) *(not seen on any FY 2013-2014 bank statements – hasn't yet hit bank)*

#724 = \$10.00	#745 = \$30.08	#749 = \$153.11	#750 = \$20.28
#751 = \$500.00	#752 = \$62.99	#753 = \$3343.06	#754 = \$224.80
#755 = \$1000			

Total outstanding checks = \$5344.32

Outstanding deposits (list dates & amounts) *(not on any FY 2013-2014 bank statements – hasn't yet hit bank)*
no outstanding deposits

To double-check above numbers on this example to see if they are correct:

- add the \$7513.06 (June 30, 2013 bank balance) + \$39213.68 (FY 2013-2014 receipts) - \$36812.07 (FY 2013-2014 disbursements) to equal \$9914.67 ledger balance on-hand
- add the \$9914.67 (new ledger balance on-hand) + \$5344.32 (outstanding checks) - \$0 (outstanding deposits) to equal the \$15258.99 June 2014 closing bank statement balance

We have examined the records of _____ PTA and find them to be:

- ☐ Correct
☐ Incomplete
☐ Incorrect
☐ Substantially correct with the following adjustments:

The following irregularities were found:

We make the following recommendations:

Date financial reconciliation completed: July 14, 2014

Financial Reconciliation signatures:
