PARISH_____CITY_____PARISH NO._____

BANK NAME_____ACCOUNT NO._____MONTH _____

## CASH SUMMARY

Cash Balance, End of Previous Month (per checkbook NOT per Bank Statement

ADD: Deposits for this Month

TOTAL TO ACCOUNT FOR

LESS: Checks Written this Month

Bank Charges (Fees, NSFs)

Non-Check Withdrawals (EFT,Drafts)

TOTAL DISBURSEMENTS

Cash Balance, End of Current Month (Per Checkbook)

## BANK RECONCILIATION

Ending Balance as it appears on Bank Statement

ADD: Month's Receipts not appearing on Bank Statement

TOTAL

LESS: Checks Outstanding

| CHECK NO. | AMOUNT | CHECK NO. | AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Total Outstanding Checks

Reconciled Balance