

Monthly Bank Statement Review Guide

Bank Accounts

<input type="checkbox"/>	Operating	<input type="checkbox"/>	PTO
<input type="checkbox"/>	Mass Offering	<input type="checkbox"/>	Men's Club
<input type="checkbox"/>	Athletic	<input type="checkbox"/>	

Ensure that there are no missing pages

Review Deposits

Scan deposits and look for anything missing or unusual. For example, if there were any fundraisers, do you see corresponding deposits.

Review Electronic Transactions

Review ACH withdrawals

Utilities	Electric	Gas	Water	Sewer	Telephone
Church	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rectory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parish Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Archdiocese

Payroll	<input type="checkbox"/>
Assessments	<input type="checkbox"/>
MAI	<input type="checkbox"/>
SAS	<input type="checkbox"/>

Confirm any online payments or transfers were authorized
For example, was the credit card statement and support reviewed prior to payment.

Look for new or unfamiliar automatic withdrawals.

Transfers to other bank accounts - does the transfer make sense. Review receiving bank account statement to ensure transfer was properly made.

Look for corrections or bank errors

Review Cancelled Check Images

- Scan the list of cancelled check images.
- Verify payees are legitimate parish vendors, employees, or ministries
 - Confirm signatures on checks are authorized signers
 - Look for anything unusual
 - checks that appear to have been altered
 - checks made out to cash
 - checks made payable to the authorized signer
 - checks to transfer funds to other bank accounts

Ask questions of your team - even if you know the answer

Initial and Date the Bank Statement