

# Financial Audit Reconciliation Report

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Balance per Books/Financial Report:

Beginning Balance on Hand (beginning of fiscal year _____)	\$ _____
Receipts (from date of last audit)	\$ _____
Disbursements (from date of last audit)	\$ _____
Ending Balance on Hand (end of fiscal year _____)	\$ <u>_____</u>

Balance per Bank Statement:

Balance per Bank Statement (checking account) @ end of fiscal year	\$ _____
Add: Deposits in Transit (on books at year end, but not bank statement)	\$ _____
Less: Total Outstanding Checks (on books, but have not cleared the bank)	\$ _____
<u>Checks Outstanding</u>	

Check No.	Payee	Amount

Adjusted Bank Balance (must equal end of fiscal year balance per books) \$ \_\_\_\_\_

Date of Audit: \_\_\_\_\_

We have examined the Financial Report of the \_\_\_\_\_ as of the year ended \_\_\_\_\_. The review was performed with: (select one)

- \_\_\_\_\_ no exceptions noted; therefore, the Financial Report appears proper and correct.
- \_\_\_\_\_ immaterial exception(s) being noted. Except for these minor exceptions, the Financial Report appears proper and correct. See attached listing of exceptions.
- \_\_\_\_\_ material exception(s) being noted. Because of the material exception(s), the Financial Report is not proper and correct. See attached listing of exceptions.
- \_\_\_\_\_ material exception(s) being noted to the extent that the committee was unable to determine the status of the Financial Report. See attached listing of exceptions.