This is the April 2017 reconciliation for a Replenishable Bank account for a Custodian Fund with an authorized balance of \$2,000. There were a total of 6 checks written in Apirl & March for a total of \$150. 1 of the checks for \$20 from March cleared and 1 of the checks for \$30 from April cleared. None of the checks have been replenished by Cash Management.

Reminder	: Please do	_	HECK REGISTER V			pe in violation of	HIPAA.
	Last 5 Digits of Bank Account #:  Bank Account Name:  Custodian Name:						
DATE	CHECK #	STATUS OF CHECK  X = Cleared  V = Void  S = Stop Pymt	PAYEE REFERENCE	(-) WITHDRAWL	(+) DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
03/01/17	N/A				\$2,000.00		\$2,000.00
03/20/17	1000	Х	Participant 1	(\$20.00)			\$1,980.00
03/20/17	1001		Participant 2	(\$20.00)			\$1,960.00
03/22/17	1002		Participant 3	(\$20.00)			\$1,940.00
04/07/17	1003	Х	Participant 1	(\$30.00)			\$1,910.00
04/07/17	1004		Participant 2	(\$30.00)			\$1,880.00
04/10/17	1005		Participant 3	(\$30.00)			\$1,850.00

This is the April 2017 reconciliation for a Replenishable Bank account for a Custodian Fund with an authorized balance of \$2,000. There were a total of 6 checks written in April & March for a total of \$150. 1 of the checks for \$20 from March cleared and 1 of the checks for \$30 from April cleared. None of the checks have been replenished by Cash Management.

Reminder: Please	BANK RECO		N WORKSHEE or attached documents		e in violation o	of HIPA
						<u> </u>
Month end (mm/yyyy):	04/2017		Last E Digits of Book A	coount #		
Bank account name:			Last 5 Digits of Bank A			
econciler name:			Reconciler signature*:		0 "	
ustodian name:			* No signature requi Email would cour			
		1				
1,950.00	BANK STATEMENT BALANCE	1	CHECK REGISTER BALAN	CE		1,850.0
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY			
0.00		1	ANT ANT			
1,950.00	NEW TOTAL	1 1				
100.00	OUTSTANDING CHECKS					
-100.00	(Note 2) ADJUSTED BANK STATEMENT	SHOULD				
1,850.00	BALANCE	EQUAL	ADJUSTED CHECK REGIS	TER BALANCE		1,850.0
utstanding Deposits (Cre	dits)	1	Outstanding Checks	(Debits)		
ate	\$ Amount	1	Check Number	Date	\$ Amount	
			1001	3/20/2017		20.0
			1002	3/22/2017		20.0
			1004	4/7/2017		30.0
		_	1005	4/10/2017		30.0
otal	0.00					
	<u>I</u>	_				
Notes:						
	Total of Outstanding Depo					
Note 2 Links from	Total of Outstanding Chec	:KS				
				Total		100.0
NREIMBURSED EXPENDI	TURES (+)					
hecks Written in the follo					\$ Amount	
1arch 2017	3 (7					60.0
pril 2017						90.0
top Payments (-)						
. ,						
			TOTAL			150.0
		LESS: AUTHORIZED F	UND BALANCE			2,000.0
		DIFFERENCE (should				0.0
		- (			<u> </u>	150.0

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

Remind	er: Please (		CHECK REGISTER V			be in violation of	<u>HIPAA.</u>	
Last 5 Digits of Bank Account #:								
		Bank Accou	ınt Name:					
		Custodi	an Name:					
		STATUS OF CHECK						
		X = Cleared						
		V = Void		(-)	(+)	(+)or (-)		
DATE	CHECK #	S = Stop Pymt	PAYEE REFERENCE	WITHDRAWL	DEPOSIT	ADJUSTMENT	BALANCE	
12/01/16	N/A				\$1,500.00		\$1,500.00	
01/31/17	2000	Х		(\$140.00)			\$1,360.00	
03/31/17	2001			(\$130.00)			\$1,230.00	

# **EXAMPLE 2 - What's incorrect?**

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

Month end (mm/yyyy):	02/2017					
Bank account name:			Last 5 Digits of Bank A	ccount #:		
Reconciler name:			Reconciler signature*:			
Custodian name:			* No signature requi	ed if emailed by	/ Reconciler.	
			Email would coun	t as electronic s	ignature.	
1 360 00	BANK STATEMENT BALANCE		CHECK REGISTER BALAN	~F		1,230.0
1,300.00	OUTSTANDING DEPOSITS	1	CHECK REGISTER BALANT	<u></u>		1,230.0
0.00	(Note 1)		ADJUSTMENTS IF ANY			
1,360.00	NEW TOTAL	<b> </b>				
-270.00	OUTSTANDING CHECKS (Note 2)					
	ADJUSTED BANK STATEMENT	SHOULD				
1,090.00	BALANCE	EQUAL	ADJUSTED CHECK REGIST	TER BALANCE		1,230.0
Outstanding Deposits (Cre	edits)	1	Outstanding Checks	(Debits)		
Pate	\$ Amount	1	Check Number	Date	\$ Amount	
		]	2000	1/31/2017		140.0
			2001	3/31/2017		130.0
otal	0.00					
otai	0.00	J				
Notes:						
Note 1 Links from	n Total of Outstanding Depo	osits				
Note 2 Links from	n Total of Outstanding Chec	cks				
				Total		270.0
JNREIMBURSED EXPENDI						
Checks Written in the follo anuary 2017	owing Month(s):				\$ Amount	140.0
Aarch 2017						130.0
						130.0
top Payments (-)						
			TOTAL			270.0
					_	
		LESS: AUTHORIZED F	UND BALANCE			1,500.0
		LESS: AUTHORIZED F DIFFERENCE (should				<b>1,500.0</b>

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$1,500. There was a check written in January 2017 for \$140 and a check written in March 2017 for \$130. The check that was written in January 2017 cleared. None of the checks have been replenished by Cash Management.

	BANK REC	ONCILIATI	ON WORKSHE	ET		
Reminder: Please	do not include any informa	tion on this recon	or attached documents	that would b	e in violation d	of <u>HIPAA.</u>
Month end (mm/yy):	02/17					
Bank account name:			Last 5 Digits of Bank A	ccount #:		
Reconciler name:			Reconciler signature*:			
Custodian name:			* No signature requi			_
			Email would coun	t as electronic s	signature.	
			1			
1,360.00	BANK STATEMENT BALANCE		CHECK REGISTER BALAN	CE		1,360.00
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY			
0.00	(Note 1)		7.65.65 TWIENTS II 7.IIV			
1,360.00	NEW TOTAL					
0.00	OUTSTANDING CHECKS (Note 2)					
1,360.00	ADJUSTED BANK STATEMENT BALANCE	SHOULD	ADJUSTED CHECK REGIST	TER BALANCE		1,360.00
Outstanding Deposits		LOOKE	Outstanding Checks	(Dehits)		
Date	\$ Amount		Check Number	Date	\$ Amount	
					·	
Total	0.00					
Notes:						
	rom Total of Outstanding D					
Note 2 Links f	rom Total of Outstanding Cl	necks				
				Total		0.00
				Total		0.00
UNREIMBURSED EXPE Checks Written in the					\$ Amount	
January 2017	joliowing Month(s).				3 Alliount	140.00
Stop Payments (-)						
			TOTAL			140.00
		LESS: AUTHORIZED F				1,500.00
		DIFFERENCE (should REPLENISHMENT TO	be zero) SUBMIT TO CASH MGT			0.00 140.00
		22.1.0.11412141 10			1	0.00

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

Ren	ninder: Plea	se do not include any			R WORKSH			be in violation of	<u>HIPAA.</u>
	Las	st 5 Digits of Bank A Bank Accou Custodi	<del>-</del>						
DATE	CHECK#	STATUS OF CHECK  X = Cleared  V = Void  S = Stop Pymt	PAYEE R	REFERENCE	(-) WITHDRAWL	(+)	DEPOSIT	(+)or (-) ADJUSTMENT	BALANCE
12/01/16	N/A	, ,				\$2	,000.00		\$2,000.00
01/18/17	1006	Х			(\$24.00)				\$1,976.00
02/22/17	1007	V			(\$24.00)			\$24.00	\$1,976.00
03/10/17	1008				(\$24.00)				\$1,952.00

# **EXAMPLE 3 - What's incorrect?**

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

Reminder: Pleas	<b>BAINK REC</b> se do not include any informa		ON WORKSHEE or attached documents		e in violation c	of <u>HIPAA</u>
Month end (mm/yyyy)	: 02/2017					
Bank account name:			Last 5 Digits of Bank A	ccount #:		
Reconciler name:			Reconciler signature*:			
Custodian name:			* No signature requi			
			Email would coun	t as electronic s	ignature.	
1.076	OO DANK STATEMENT DALANGE		CHECK DECICTED DALANA	CF		1.052.0
1,976.	OO BANK STATEMENT BALANCE OUTSTANDING DEPOSITS		CHECK REGISTER BALAN	CE		1,952.0
0.	00 (Note 1)		ADJUSTMENTS IF ANY			
1,976.	00 NEW TOTAL					
·	OUTSTANDING CHECKS					
-24.	00 (Note 2) ADJUSTED BANK STATEMENT	SHOULD				
1,952.	BALANCE	EQUAL	ADJUSTED CHECK REGIS	TER BALANCE		1,952.0
Outstanding Deposits (	Credits)	Ī	Outstanding Checks	(Debits)		
ate	\$ Amount		Check Number	Date	\$ Amount	
			1008	3/10/2017		24.0
otal	0.00	1				
Notes:						
	om Total of Outstanding Dep					
Note 2 Links fr	om Total of Outstanding Che	cks				
				Total		24.0
INREIMBURSED EXPEN					\$ Amount	
anuary 2017	<i>y</i> (-)				,	24.0
ebruary 2017						0.0
March 2017						24.0
top Payments (-)						
			TOTAL			48.0
		LESS: AUTHORIZED F				2,000.0
		DIFFERENCE (should				0.0
		REPLENISHMENT TO	SUBMIT TO CASH MGT			48.00

This is the February 2017 reconciliation for a Replenishable Bank account with an authorized balance of \$2,000. There were checks written in January, February, & March each for \$24. The check written in January cleared and the check written in February was voided. None of the checks have been replenished by Cash Management.

	do not include any inform	ution on this recon	or attached documents	tiiat would t	je ili violation (	ij <u>mirav</u>
Nonth end (mm/yy):	02/17					
ank account name:			Last 5 Digits of Bank A	ccount #:		
econciler name:			Reconciler signature*:			
ustodian name:			* No signature requi Email would coun			
		1	1			
1,976.00	BANK STATEMENT BALANCE	41	CHECK REGISTER BALAN	CE		1,976.0
0.00	OUTSTANDING DEPOSITS (Note 1)		ADJUSTMENTS IF ANY			
		11				
1,976.00	OUTSTANDING CHECKS					
0.00	(Note 2)	]				
1.976.00	ADJUSTED BANK STATEMENT BALANCE	SHOULD	ADJUSTED CHECK REGIS	TER BALANCE		1,976.0
	•	_ EQUAL			<u>l</u>	_,5.0.0
utstanding Deposits ate	(Credits) \$ Amount	-	Outstanding Checks Check Number	Date	\$ Amount	
atc	Amount		CHECK NUMBER	Date	Amount	
otal	0.00	J				
otal	0.00	2				
<u>Notes:</u>		_				
<u>Notes:</u> <b>Note 1</b> Links f	rom Total of Outstanding I	<b>D</b> eposits				
<u>Notes:</u> <b>Note 1</b> Links f		<b>D</b> eposits				
<u>Notes:</u> <b>Note 1</b> Links f	rom Total of Outstanding I	<b>D</b> eposits				
<u>Notes:</u> <b>Note 1</b> Links f	rom Total of Outstanding I	<b>D</b> eposits				
<u>Notes:</u> Note 1 Links f	rom Total of Outstanding I	<b>D</b> eposits		Total		0.0
<u>Notes:</u> Note 1 Links f	rom Total of Outstanding I	<b>D</b> eposits		Total		0.0
<u>Notes:</u> Note 1 Links f Note 2 Links f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total		0.00
Notes: Note 1 Links f Note 2 Links f Note 2 Einks f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	
Notes: Note 1 Links f Note 2 Links f Note 2 Ennks f NREIMBURSED EXPE	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	24.0
Notes: Note 1 Links f Note 2 Links f Note 2 Ennks f NREIMBURSED EXPE	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	
Notes: Note 1 Links f Note 2 Links f Note 2 Ennks f NREIMBURSED EXPE	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	24.0
Notes: Note 1 Links f Note 2 Links f Note 2 Ennks f NREIMBURSED EXPE	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	24.0
Notes: Note 1 Links f Note 2 Links f Note 2 Links f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	24.0
Notes: Note 1 Links f Note 2 Links f Note 2 Links f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits		Total	\$ Amount	24.0
<u>Notes:</u> <b>Note 1</b> Links f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits	TOTAL	Total	\$ Amount	24.0
Notes: Note 1 Links f Note 2 Links f Note 2 Links f	rom Total of Outstanding I from Total of Outstanding (	<b>D</b> eposits	•	Total	\$ Amount	24.00

This is the December 2016 reconciliation for a Contingent Checking account with an authorized balance of \$5,000. There were 4 checks written in November & December for a total of 8 checks, each for \$50. Two of the checks written in November cleared. One of the checks written in December cleared and two of the checks written in December had stop payments placed on them. None of the checks have been replenished by Cash Management.

Reminde		o not include any info st 5 Digits of Bank A Bank Accou	rmation on to		WORKSHE ached documen		be in violation of	<u>HIPAA.</u>
		STATUS OF CHECK  X = Cleared  V = Void			(-)	(+)	(+)or (-)	
DATE	CHECK #	S = Stop Pymt	PAYEE F	REFERENCE	WITHDRAWL	DEPOSIT	ADJUSTMENT	BALANCE
11/01/16	N/A					\$5,000.00		\$5,000.00
11/08/16	1000	Х			(\$50.00)			\$4,950.00
11/08/16	1001				(\$50.00)			\$4,900.00
11/16/16	1002	Х			(\$50.00)			\$4,850.00
11/16/16	1003				(\$50.00)			\$4,800.00
12/12/16	1004	Х			(\$50.00)			\$4,750.00
12/12/16	1005				(\$50.00)			\$4,700.00
12/15/16	1006	S			(\$50.00)		\$50.00	\$4,700.00
12/15/16	1007	S			(\$50.00)		\$50.00	\$4,700.00

This is the December 2016 reconciliation for a Contingent Checking account with an authorized balance of \$5,000. There were 4 checks written in November & December for a total of 8 checks, each for \$50. Two of the checks written in November cleared. One of the checks written in December cleared and two of the checks written in December had stop payments placed on them. None of the checks have been replenished by Cash Management.

	BANK RECO	ONCILIATIO	N WORKSHEE	T		
Reminder: Please	do not include any informat	tion on this recon	or attached documents	that would be	e in violation	of <u>HIPAA</u>
Month end (mm/yyyy):	12/2016					
Bank account name:			Last 5 Digits of Bank Ac	count #:		
Reconciler name:			Reconciler signature*:			
Custodian name:			* No signature require Email would count			
4.850.00	BANK STATEMENT BALANCE		CHECK REGISTER BALANC	`E		4,700.00
4,830.00	OUTSTANDING DEPOSITS		CHECK REGISTER BALANCE	,L		4,700.0
0.00	(Note 1)		ADJUSTMENTS IF ANY			
4,850.00	NEW TOTAL					
	OUTSTANDING CHECKS					
-150.00	(Note 2) ADJUSTED BANK STATEMENT	SHOULD				
4,700.00	BALANCE	EQUAL	ADJUSTED CHECK REGIST	ER BALANCE		4,700.0
utstanding Deposits (Cr	edits)		Outstanding Checks	(Debits)		
ate	\$ Amount		Check Number	Date	\$ Amount	
			1001	11/8/2016		50.0
			1003	11/16/2016		50.0
			1005	12/12/2016		50.0
otal	0.00					
Makasi						
<u>Notes:</u> Note 1 Links fron	n Total of Outstanding Dep	osits				
	n Total of Outstanding Che					
				Total		150.0
				TOLAI		150.0
NREIMBURSED EXPEND	ITURES (+)					
hecks Written in the foll					\$ Amount	
ovember 2016				-		200.0
ecember 2016						200.0
ton Paymonts ( )						(100.00
top Payments (-)						(100.00
			TOTAL			300.0
		LESS: AUTHORIZED F	UND BALANCE			5,000.0
		DIFFERENCE (should				0.0
		REPLENISHMENT TO	SUBMIT TO CASH MGT			300.0