

Materials provided are meant to be for informational purposes only, and these shall not be construed as investment, tax, or legal advice. Please feel free to reach out to us if you have any questions or need help in adopting these materials for your organization.

Reckenen, Accountants and Consultants  
855-873-2536  
[info@reckenen.com](mailto:info@reckenen.com)  
[www.reckenen.com](http://www.reckenen.com)

**ABC Sample Non Profit Organization  
Bank Statement Review**

---

Bank Account: \_\_\_\_\_

Month & Year: \_\_\_\_\_

---

Check boxes for the following procedures performed.

- Received the original bank statement unopened.
- Traced transfers to/from corresponding bank statements.
- Reviewed deposit slips for reasonableness.
- Reviewed ACH/EFT transactions for reasonableness.
- Examined canceled checks for:
  - Traced to bank statement and account for any missing checks.
  - Proper payee.
  - Reasonable amount.
  - Authorized signature(s) per established policy.
  - Reasonable endorsement.
- Examined check images for:
  - All check image pages are present.
  - Proper payee.
  - Reasonable amount.
  - Authorized signature(s) per established policy.
  - Reasonable endorsement, if image available.
- Requested and examined the supporting documentation for the following transactions:

---

---

---

I have completed the above procedures. The receipts and disbursements appear reasonable.

\_\_\_\_\_  
Reviewer, Title

\_\_\_\_\_  
Date