

# Bank Statement Review

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

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

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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:

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

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Reviewer, Title

\_\_\_\_\_  
Date