

Cash Advance Reconciliation Form Instructions

A Preliminary Note:

It is not our desire to "nit-pick." The charge of the Church Administration is to encourage stewardship of the resources God has entrusted to us as well as protect Denton Bible Church from financial scandal. We strive to be above reproach in the handling of money at Denton Bible Church.

All cash advance reconciliation forms are due within 10 days of the return date for the trip. The forms may be found at www.admin.dentonbible.org. Remember all receipts must include the following information: who was paid (e.g. Chili's), who was benefitting (e.g. list everyone who ate), what it was spent on (e.g. food), where it was spent (e.g. JFK Terminal, NYC), when (March 31, 2014), and why (e.g. lunch for team).

Steps for filling out a Cash Advance Reconciliation Form:

- Sort receipts in chronological order.
- Number receipts in that order. (i.e. 1, 2, 3, etc.)
- Fill in the personal information section (A)
- Enter the total you received for the Cash Advance (including all foreign cash and ATM withdrawals), the amount of \$USD cash you will be returning to Church Administration, and the amount of Foreign Currency (in \$USD equivalent) you will be returning to the DBC Main Office (B).
- Fill out the Currency Exchange Section (C) noting the exchange rate, location of exchange, and the form of currency.
- Record information from receipt to corresponding number on Cash Advance Reconciliation form (D) using the exchange rate (E) that corresponds to the Currency Exchange Section (C).
- If you need more lines for receipts, Click the appropriate box (F) and press ctrl n.
- The form will automatically calculate your receipt total and balance for you.
- Return signed form and all unspent money in person to Church Administration. No monies are to be returned through the mailroom or under the door.



A

Name: _____
 Ministry: _____
 Phone Number: _____
 E-mail: _____
 Trip: _____
 Dates: _____
 Account Number: _____

AP Cash Advance: \$ _____
 Foreign Currency (CUR) Advance: \$ _____
 Debit Card Advance: \$ _____
 (Money from ATM)

B

Signed: _____
 Total Cash Advance: \$ _____
 Receipts Total: \$ _____
 Cash Returned: _____
 Foreign Currency (CUR) Returned: _____
 (in \$USD equivalent)

D

Receipts Returned	Date	Vendor	Purpose	Local CUR-PMT	Exchange	USD \$	Location	Notes
1				-	1.0000	\$	-	
2				-	1.0000	\$	-	
3				-	1.0000	\$	-	
4				-	1.0000	\$	-	
5				-	1.0000	\$	-	
6				-	1.0000	\$	-	
7				-	1.0000	\$	-	
8				-	1.0000	\$	-	
9				-	1.0000	\$	-	
10				-	1.0000	\$	-	
11				-	1.0000	\$	-	
12				-	1.0000	\$	-	
13				-	1.0000	\$	-	
14				-	1.0000	\$	-	
15				-	1.0000	\$	-	
16				-	1.0000	\$	-	
17				-	1.0000	\$	-	
18				-	1.0000	\$	-	
19				-	1.0000	\$	-	
20				-	1.0000	\$	-	
21				-	1.0000	\$	-	
22				-	1.0000	\$	-	
23				-	1.0000	\$	-	
24				-	1.0000	\$	-	
25				-	1.0000	\$	-	
26				-	1.0000	\$	-	
27				-	1.0000	\$	-	
28				-	1.0000	\$	-	

E

Click here and press (Ctrl N) to add lines **F**

C

Currency Exchanges/ATM Withdrawals	Date	Vendor	Currency 1	Exchange	Currency 2	Location	Notes
1			-	1.0000	\$	-	
2			-	1.0000	\$	-	
3			-	1.0000	\$	-	
4			-	1.0000	\$	-	
5			-	1.0000	\$	-	
6			-	1.0000	\$	-	
7			-	1.0000	\$	-	
8			-	1.0000	\$	-	
9			-	1.0000	\$	-	
10			-	1.0000	\$	-	