

Monthly Independent Review Checklist — Bank & Card Accounts

[Organization] · Month reviewed: _____ · Account(s): _____

A. Independence

Field	Entry
Reconciliation prepared by	
Date reconciliation completed	
Reviewer (name, role)	
Reviewer confirms they did not prepare, record or initiate any transaction on this account this month	☐ Yes ☐ No — stop; reassign review
Statement obtained by the Reviewer directly from the bank via	☐ Read-only online access ☐ Mailed to Reviewer ☐ Other: _____

B. Items examined

	Item examined	Result / note
☐	Statement ending balance agrees to reconciliation; book balance agrees to general ledger	
☐	Reconciling items older than 30 days — each explained	
☐	All disbursements ≥ \$[threshold] — approval by a second person evidenced	
☐	New payees / changed payee details this month — business purpose confirmed	
☐	Electronic transfers, ACH and wires — payee and purpose recognized	
☐	Debit / credit card transactions — receipts on file, no personal use	
☐	Payments to employees, board members or related parties — authorized and documented	
☐	Voided, missing or out-of-sequence check numbers — explained	
☐	Deposits — spot-check 3 against donor / grant records	
☐	Payroll total — agrees to payroll register; no unknown names	

C. Exceptions raised this month

#	Description	Owner	Due	Closed on
1				
2				
3				

D. Sign-off

I reviewed the items above personally and recorded every exception I could not resolve. I did not prepare the reconciliation and did not initiate or record any transaction on this account during the month.

Reviewer signature: _____ Date and time: _____ Time spent: _____ min

Received and filed by (Board Chair or Executive Director): _____ Date: _____

Keep with the reconciliation and statement. Do not edit after sign-off — corrections go on a new sheet.