

## ***CARE – Trust Reconciliations***

Once the bank statement has arrived, open the CARE Bank Reconciliation page.

1. Mark 'Cleared' all checks that are on the bank statement. The total checked off at the top of the screen should match the Total Checks on the Bank statement. If it doesn't, you have either missed checking one off in CARE or checked off too many.
2. Mark 'Cleared' all void checks that were voided in the month you are reconciling. Check off both the Void and the Check itself. The total at the top of the screen should still match the Total Checks on the Bank Statement when you are done. If it doesn't, you have most likely missed either a Void or a corresponding check. Reminder: Checks are outstanding until the month the Void was entered in CARE.
3. Go through the deposits on the bank statement matching them against the deposits in CARE. Write the journal numbers on the bank statement as you determine which ones go together (remember, currently CARE deposit includes the regular cash/check deposit AND credit card deposits).
  - a. Make a note of any journals that do not match and the difference (these will need to be researched and will become adjustments on your paper reconciliation).
4. Enter the **negative** of the Current Month Net Transfers sent out from Finance in the appropriate field on the screen (if the net transfer amount is positive, enter it as negative; if it is negative, enter it as a positive).
5. If all your deposits and checks match between the bank and CARE, the difference should now be zero. If you had differences or if you have other amounts on the bank statement (deposit that should have gone into the revenue bank account, for example) that are not reflected on the CARE Bank Reconciliation page, the net sum of these differences/amounts should equal the difference showing on the CARE reconciliation screen. See Appendix A below for things to watch out for.
6. Once you have determined what the differences are from and how they need to be corrected, click the 'Reconcile' button on the CARE online page and you are ready to do the Finance paper reconciliation. You will need to run the following reports (make sure your starting journal is the one right after the last one for the prior month; also that the Recap and Trust Summary end with the same journal):
  - a. Bank Account Recap
  - b. Trust Summary Report
  - c. Outstanding Check Listing (make sure you have marked the online screen reconciled before running or this will be incorrect) for the month you are reconciling. There are two options when running the report: 1) print to a printer or 2) generate as an Excel spreadsheet. It can be accessed from the Bank Reconciliation screen or the Accounting Reports menu.

## ***Trust Reconciliations – Appendix A***

*What to look for when you have differences:*

1. Check to make sure formulas on the Reconciliation worksheet are correct.
2. Look at the actual deposit slips and make sure they went to the correct bank account. Remember that it only takes one credit card swiped to the wrong bank account to put your bank and CARE deposits out of balance.
3. If there are reversals, make sure that the correct code was used. One thing we found was receipt reversals with the reason code 'will not re-receipt' but then they were re-receipted. CARE handles those differently than regular reversals so these will end up causing OVER/SHORT issues.
4. Outstanding checks that were voided, but only one side (either the check or the void were marked and reconciled in a prior month).
5. Outstanding checks on a manual listing more than once (affects larger districts more easily).
6. Checks that were marked 'Reconciled' in error, but should still be outstanding.
7. Over/shorts caused by counting a re-receipted amount again. Cashiers may need to be reminded that if they reverse a prior day receipt and re-receipt... the money was counted on the prior day and should not be re-counted out.
8. Bank transfers done more than once (usually initiated by the district office, done by Finance) or done the wrong way (into Trust instead of out of Trust – Example: Correction should have been + 17.19, but was done – 17.19 causing a doubled 34.38 amount out of balance).
9. Validate that the bank didn't make an error in the deposit or the person creating the deposit slip. We found deposits slips with the incorrect amount where the bank later issued a deposit correction.
10. Run bank recap and revenue summary reports for journals with differences. Make sure that any difference in the Deposit to Revenue and the Total on the Revenue Summary is in the change for Trust owes revenue on the recap. (This can indicate amounts deposited to the wrong bank account, usually credit cards).
11. Make sure that any adjustments on last month's reconciliation are either taken care of (example: transfers to Revenue came through on the bank statement) or remain on the reconciliation (transfer did not show up on the bank statement).
12. Double check void transactions to see if any from the month(s) after the one you're reconciling have been marked reconciled (the check needs to remain outstanding until the month the void transaction was done in CARE).
13. Make sure that the cash count verifiers actually verify the money. Had an issue where the check number and check amount were reversed (ck number was put in the amount field) causing major over/short problem because it was verified as correct.
14. Differences in CARE and bank statement deposit amounts:
  - a. May be from either the cash/check deposit or credit card deposit still being in transit.  
Example: Cash was deposited for 125.00, credit card was swiped for 75.00, but the batch settlement on the credit card machine didn't get processed until the next day. CARE will show total deposit of 200.00, but the bank statement will only show 125.00 until the day the batch settlement actually took place.
  - b. Credit card may have been processed as a credit instead of a charge.

15. Check for any end of month transactions (checks run the last day, holding transfers, etc.) that are not in the journal range you're reconciling.
16. Compare the Trust Summary totals by category against the Bank Recap. They should be the same. If they aren't but they were in the prior month, something happened in the month to put them out of balance.

Once you have the CARE online reconciled you should have a list of any adjustments that will need to go on the paper reconciliation you prepare to send to AOC Finance. Following is a list of things to double check if you don't balance:

1. Are there adjustments on the prior month that have not been cleared that need to be on this month's trust reconciliation.
2. Have you listed adjustments on this month's reconciliation that have been corrected, either by a data fix, PC Book Transfer, or have been entered in CARE (Example: NSF Check from last month).