

# REVOLVING FUND RECONCILIATION

ASB    GENERAL    INVEST ED

*select one*

LOCATION \_\_\_\_\_

ENDING BANK STMT DATE \_\_\_\_\_

## BANK RECONCILIATION

A) ENDING CHECKBOOK BALANCE \_\_\_\_\_

**B) SUBTRACT:** DEPOSITS NOT SHOWN ON BANK STATEMENT \_\_\_\_\_

**ADD:** OUTSTANDING CHECKS

CHECK #	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C) TOTAL OUTSTANDING CHECKS \_\_\_\_\_

TOTAL RECONCILED BALANCE \_\_\_\_\_  
A-B+C

BALANCE PER BANK STATEMENT \_\_\_\_\_

DIFFERENCE \_\_\_\_\_

\*if other than zero, find the difference and fix\*

## FUND RECONCILIATION

DO NOT COMPLETE FOR INVEST ED ACCOUNTS

ENDING CHECKBOOK BALANCE \_\_\_\_\_

\*same as A) above\*

**ADD:** UNREIMBURSED CHECKS

CHECK # \_\_\_\_\_ TO \_\_\_\_\_ \_\_\_\_\_

ADJUSTMENTS \_\_\_\_\_

bank fees, petty cash on hand...

RECONCILED FUND BALANCE \_\_\_\_\_

FUND ISSUE AMOUNT \_\_\_\_\_

DIFFERENCE \_\_\_\_\_

\*if other than zero, find the difference and fix\*

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Supervisor's Signature