Mt. Diablo Unified School District

Bank Account Reconciliation

School | Beg. Date - End Date

Clearing Account
Type of Account

Bank Ending Balance: $

Book Ending Balance: $

Add: Deposits in Transit

Date	Reference	Amount
		$

Add: Interest / Error Correction

Date	Description	Amount
		$

(Subtract): Uncleared Checks

Date	Check #	Amount
		$

(Subtract): NSF Checks / Charges / Correction

Date	Check #	Amount
		$

Adjusted Bank Balance: $

Adjusted Book Balance: $

Adjusted Bank Balance should equal Adjusted Book Balance

Prepared by:

Date:

Approved by:

Date:

Note: Reconciliation package is due to the Coordinator, Fiscal Compliance by the 20th of each month. Package must include signed reconciliation, bank statement, and copy of checkbook pages, Quicken transaction/register summary report **or** ASBWorks account statement report (whichever applicable). Submit to Andrea Rose (rosea@mdusd.org) via scan/email Keep a copy for records.