Mt. Diablo Unified School District

Bank Account Reconciliation

School / Site | Beg. Date - End Date

Revolving Cash
Type of Account

Bank Ending Balance: $

Book Ending Balance: $

Add: Deposits in Transit

Date	Reference #	Amount
		$

Add: Interest / Error Correction

Date	Type	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

Include a copy of the top pages of any reimbursment memos to the district that haven'tbeen paid yet.

Date	Reference / Check	Amount
Add: Pending Reimbursement Request from District		
Add: Prior Year's Disallowed Expenses to be Recouped		
(Subtract): Voided Uncleared Checks Already Reimbursed by District		
		$

Prepared by:
Date:

Revolving Cash Balance $

Approved by:
Date:

Revolving Cash Limit

Revolving Cash Balance should equal Revolving Cash Limit

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). Also include memo to district for reimbursement. If no memo, list checks to be reimbursed. Submit to Andrea Rose (rosea@mdusd.org) via scan/email. Keep a copy for records.