Mt. Diablo Unified School District

Bank Account Reconciliation

School | Beg. Date - End Date

Associated Student Body
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 Adusted Book Balance -

ASB Ledger Account	Beg Bal.	Revenue (+)	Trans In (+)	Trans Out (-)	Expense (-)	End Bal.
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTAL ASB	-	-	-	-	-	$ -

Adjusted Book Balance should equal Total ASB Balance -

Prepared by: | **Date:**

Approved by: | **Date:**

Manual entry in shaded cells only

Note: Reconciliation package is due to the Coordinator, Fiscal Compliance by the 20th of each month. Package must include signed reconciliation, bank statement, a transaction report (checkbook pages, ASBWorks report, PACE monthly report, etc). Submit to Andrea Rose (rosea@mdusd.org). Keep a copy for records.