

# NEW HAVEN UNIFIED SCHOOL DISTRICT

## Bank Statement Reconciliation Worksheet

SCHOOL:

MONTH:

### BANK STATEMENT RECONCILIATION

A. Bank Statement Ending Balance

B. Add Deposits in Transit:

Details as follows:


C. Less Outstanding Checks:

Please enter negative values for checks below!

Date	Check#	Amount

List additional checks on next page.....

### LEDGER/REGISTER RECONCILIATION

A. Register Ending Balance:

B. Add Bank Adjustments/Credits:


C. Subtract Bank Charges/  
Returned Checks:

Please enter negative values for checks below!

Details as follows:

Date	Ret.Check #	Amount

BALANCE AFTER ADJUSTMENTS  
(A+B-C)

BALANCE AFTER ADJUSTMENTS  
(A+B-C)

should correspond to each other

Preparer's Signature

Date

Approved By:

Principal/Administrator

Date

### Business Department Use Only:

Received & Verified:

\_\_\_\_\_ Date: \_\_\_\_\_

## NEW HAVEN UNIFIED SCHOOL DISTRICT

### *Bank Statement Reconciliation Worksheet*

**Continuation of Outstanding Checks:**

Please enter negative values for checks below!

[illegible]

**NEW HAVEN UNIFIED SCHOOL DISTRICT  
REVOLVING FUND ACCOUNT**

**Check Register Reconciliation**

SCHOOL:

MONTH:

A. Revolving Fund Amount :

B. Ending Balance per Check Register:

C. Add Checks not reimbursed:

(List all checks in sequence: including cancelled, etc)

Check #	Date	Amount

*List additional checks on next page....*

**Total Checks Not Reimbursed:**

D. Add Deposits that have not been entered in Check Reg.

E. Add Bank Charges, if any

F. **Less** Interest on Statement *enter negative value only!*

G. **ENDING BALANCE** : [(B)+(C)+(D)+(E)-(F)]

(A) Revolving Fund Amount Brought Down

(amounts should correspond)

Preparer's Signature

Date

Approved By:

Principal/Administrator

Date

**Business Department Use Only:**

Received & Verified:

\_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

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