

Agency \_\_\_\_\_

Auditor \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

<b>PROOF OF CASH WORKSHEET</b>
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Were all deposits/checks recorded in appropriate month's receipts/disbursements journal? Reconcile deposits per cash receipts journal and disbursements per cash disbursements journal for period to credits and debits per monthly bank statement.

**Bank Name** \_\_\_\_\_ **Account #** \_\_\_\_\_ **Month** \_\_\_\_\_

	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
Per Bank Statement	_____	_____	_____	_____
Deposits in Transit				
( - ) Prior month	<u>( + ) _____</u>	<u>( - ) _____</u>		
( + ) Current Month		<u>( + ) _____</u>		<u>( + ) _____</u>
Outstanding Checks				
( - ) Prior month	<u>( - ) _____</u>		<u>( - ) _____</u>	
( + ) Current Month			<u>( + ) _____</u>	<u>( - ) _____</u>
Total		<u>_____</u>	<u>_____</u>	
(If totals agree with current month receipt/disbursement journal-stop here)		(receipts)	(disbursements)	
+/- any items on bank statement not to be included in escrow book balance computation.		_____	_____	
		_____	_____	
		_____	_____	
		_____	_____	