

**UW MADISON ACCOUNTING SERVICES
BANK RECONCILIATION WORKSHEET**

US Bank XXXXX Month End: July 2013

Bank Account Name:		
Custodian Name:		
CHECKBOOK BALANCE TO BANK STATEMENT		
BALANCE PER BANK STATEMENT	7/31/2013	\$ 4,750.00
DEPOSIT(S) IN TRANSIT		\$
		\$
		\$
TOTAL		\$ 4,750.00
ADJUSTMENTS (DESCRIBE)		\$
Outstanding checks Month of May		\$
Outstanding checks Month of June		\$
Outstanding checks Month of July		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Additional Bank Adjustments		\$
		\$
		\$
TOTAL ADJUSTMENTS		\$ 0.00
ADJUSTED BANK BALANCE	Balance per Checkbook	\$ 4,750.00

CHECKBOOK BALANCE TO THE AUTHORIZED BALANCE		
BALANCE PER CHECKBOOK	7/31/2013	\$ 4,750.00
UNREIMBURSED EXPENDITURES:		\$
Checks written Month of May		\$
Checks written Month of June		\$
Checks written Month of July		\$
		\$
		\$
		\$
ADJUSTMENTS (DESCRIBE)		\$
Stop Payments enter as (-)		(\$250.00)
		\$
		\$
TOTAL		\$ 4,500.00
LESS: AUTHORIZED FUND BALANCE		\$ 4,500.00
DIFFERENCE	(Should be zero)	\$ 0.00
REPLENISHMENT SUBMIT TO CASH MANAGEMENT		(\$250.00)



Custodian Fund Accounting Form

University of Wisconsin-Madison, Accounting Services

After approvals have been obtained, send form and related documents to:
Cash Management, 21 N. Park St., Suite 6101

Vendor Num		Voucher Number:					
Amount	Date	Account	Fund	DeptID	Prog.	Project	Custodian Fund ID
-	10/11/2013						NR
							(max 7 digits)
(250.00)		2637	233		000000 X	PRJ12AB	0 123456

Increase/Decrease Amount Check Attached Reimbursement due Final Report

Custodian Name: Joe Custodian To: (Complete if different than custodian address)

Check payable to: US Bank XXXXX Deliver to:

Building: _____ Building: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Call (name and phone number) for _____ Check Amount: _____

Date	Receipt #	Itemized Expenditures						Amount
		Replenishable Bank Acct Info (if applicable)						
		Bank Acct Number: <u>XXXXXXXXXXXX</u>						
		Bank Acct Name: <u>User Guide</u>						
		IRB #	Program Expenses	List in order of Account Code				
		7 Digits	Account	Fund	DeptID	Prog.	Project	
09/23/13	Check #	2013-122	2637	233	000000	X	PRJ12AB	(250.00)
		Total						\$ (250.00)
		Temporary Custodian Funds (list as a positive number) (leave blank if replenishable)						
		Reimbursement Due (positive amt) / Check to be attached (negative amt)						\$ (250.00)
		Open Balance Custodian Funds ID: <u>NR 123456</u> <u>\$20,000.00</u>						

Custodian (Employee) _____ Date: _____	Dean/Director Approval _____ Date: _____
Department Approval _____ Date: _____	Authorized Institutional Approval _____ Date: _____ <small>(For Accounting Services Use Only)</small>

Form instructions: <http://www.bussvc.wisc.edu/acct/instructions/capp3.html>