

7.10

Form due January 20 each year

BRIGHAM YOUNG UNIVERSITY

Annual Bank Reconciliation

(Attach photocopy of 31 December bank statement)

For the Year Ended 31 December _____

Law Society Chapter: _____

Preparer: _____ Phone: _____

Address: _____

Bank Name: _____ Acct. Number: _____

CURRENCY OF BANK ACCOUNT (US dollar or other) _____

BEGINNING BALANCE PER BANK STATEMENT
1 SEPTEMBER LAST YEAR \$ _____

Add Deposits in Transit at 31 December _____ (attach detail) _____

Less Outstanding Checks at 31 December _____ (attach detail) (_____)

Other Adjustments (list and describe on attached sheet):

_____ _____
_____ _____
Total Other Adjustments _____

ADJUSTED BANK BALANCE (beginning cash balance)
1 JANUARY LAST YEAR _____
(a)

Add Current Year:
Deposits _____
Interest Income _____
Bank Corrections (attach detail) _____
Total Cash Receipts _____

Less Current Year: _____
(a)

Checks Issued _____
Bank Service Charges _____
Bank Corrections (attach detail) _____
Total Cash Disbursements (_____)
(a)

Less Deposits in Transit at 31 December this year (attach detail) (_____)
Add Outstanding Checks at 31 December this year (attach detail) _____

7.9
Form Continued

Other Adjustments (list and describe on attached sheet):

Total Other Adjustments	

ENDING BALANCE PER BANK STATEMENT
31 DECEMBER THIS YEAR

Amounts listed on “(a)” lines should track to c, d, or e totals on "Annual Report of Remote Cash Receipts and Disbursements" (see form at section 7.24).

Mail to Law Society Executive Director