

BANK RECONCILIATION

School: _____ For the month of: _____

BALANCE PER BANK STATEMENT \$ _____

ADD:

Total Deposits in Transit (Itemize Below)

Deposit Date	Amount	Deposit Date	Amount

Bank Charges (Service Fees, etc.) _____

Adjustments (Bank Errors, etc.) _____

SUBTOTAL \$ _____

LESS:

Total Outstanding Checks (Itemize Below) _____

Check Number	Amount	Check Number	Amount

BALANCE PER BOOKS \$ _____

Preparer's Signature _____ Date Prepared _____
(if other than Principal)

Principal's Signature _____ Date Approved _____

WV Board of Education Policy 1224.1