

Account Summary

	# Items		
Beginning Balance on Apr 1		\$	17,591.90
Checks Paid	29		1,724.09
Ending Balance on Apr 30, 2013		\$	15,867.81

Checks Presented Conventionally

Check	Date	Ref Number	Amount	Check	Date	Ref Number	Amount
1003	Apr 11	9098541868	7.50	1055	Apr 10	9097063901	87.75
1021*	Apr 5	9498413428	10.00	1057*	Apr 12	8990353402	120.00
1035*	Apr 15	9092646080	40.88	1058	Apr 12	9396031425	120.00
1037*	Apr 1	4195591541	38.75	1059	Apr 15	8991516095	60.00
1041*	Apr 4	9096961605	10.00	1060	Apr 18	9397234232	103.33
1042	Apr 11	9098370480	50.00	1061	Apr 18	9090147550	50.00
1046*	Apr 4	9097935073	105.00	1062	Apr 23	9095562185	65.00
1047	Apr 4	9097948939	93.50	1063	Apr 24	9097098997	44.00
1048	Apr 5	9098005871	65.00	1065*	Apr 29	9093278689	80.00
1049	Apr 3	8893447641	85.00	1066	Apr 26	9090125158	20.00
1050	Apr 4	9497474159	15.00	1067	Apr 25	4196600976	85.00
1051	Apr 4	4191104167	75.00	1068	Apr 26	9091293807	65.50
1052	Apr 5	4192675083	25.00	1069	Apr 30	8350368490	53.75
1053	Apr 8	9092719625	20.00	1070	Apr 29	8890263477	49.13
1054	Apr 8	4195147829	80.00				

* Gap in check sequence

Conventional Checks Paid (29) \$ 1,724.09-

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Apr 1	17,553.15	Apr 11	16,824.40	Apr 24	16,221.19
Apr 3	17,468.15	Apr 12	16,584.40	Apr 25	16,136.19
Apr 4	17,169.65	Apr 15	16,483.52	Apr 26	16,050.69
Apr 5	17,069.65	Apr 18	16,330.19	Apr 29	15,921.56
Apr 8	16,969.65	Apr 23	16,265.19	Apr 30	15,867.81
Apr 10	16,881.90				

Balances only appear for days reflecting change.

UW MADISON ACCOUNTING SERVICES
 BANK RECONCILIATION WORKSHEET
 US Bank XXXXX Month End: April 2013

Bank Account Name:		
Custodian Name:		
CHECKBOOK BALANCE TO BANK STATEMENT		
BALANCE PER BANK STATEMENT	4/30/2013	\$ 15,867.81
DEPOSIT(S) IN TRANSIT		\$
		\$
		\$
TOTAL		\$ 15,867.81
ADJUSTMENTS (DESCRIBE)		
Outstanding checks ending 2/28/13		\$
Outstanding checks ending 3/31/13		\$ 266.50
Outstanding checks ending 4/30/13		\$ 420.76
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Additional Bank Adjustments		\$
		\$
		\$
		\$
TOTAL ADJUSTMENTS		\$ 687.26
ADJUSTED BANK BALANCE	(Balance per Checkbook)	\$ 15,180.55

CHECKBOOK BALANCE TO THE AUTHORIZED BALANCE		
BALANCE PER CHECKBOOK	4/30/2013	\$ 15,180.55
UNREIMBURSED EXPENDITURES:		
Checks written Month of Feb		\$ 1,082.72
Checks written Month of March		\$ 2,187.51
Checks written Month of April		\$ 1,549.22
		\$
		\$
		\$
ADJUSTMENTS (DESCRIBE)		\$
Stop Payments enter as (-)		\$
		\$
		\$
TOTAL		\$ 20,000.00
LESS: AUTHORIZED FUND BALANCE		\$ 20,000.00
DIFFERENCE	(Should be zero)	\$ 0.00
REPLENISHMENT SUBMIT TO CASH MANAGEMENT		\$ 4,819.45



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 Number:					Voucher Number:			Custodian Fund ID	
Amount	Date	Account	Fund	DeptID	Prog.	Project	NR		
-	10/11/2013						(max 7 digits)		
4,819.45		2637	233	000000	X	PRJ12AB	0	123456	
Increase/Decrease Amount <input type="text"/>		Check Attached <input type="text"/>		Reimbursement due <input checked="" type="checkbox"/>		Final Report <input type="text"/>			
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 more					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	Log	2013-122	2637	233	000000	X	PRJ12AB	4,819.45	
Total								\$ 4,819.45	
Temporary Custodian Funds (list as a positive number) (leave blank if replenishable)									
Reimbursement Due (positive amt) / Check to be attached (negative amt)									
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: _____				
(For Accounting Services Use Only)									