

Monthly Departmental Bank Account Reconciliation
Revolving Account
Smith Department
215 XX Hall

Wells Fargo Bank, Acct #123456789

1. Fund Balance at July 31, 2008

BANK RECONCILIATION TO BOOKS:

2. Beginning Balance per Bank Statement						\$	5,783.28	
3. Less: Pmts for Approved Disbursements			-				(173.48)	
4. Plus: Expense Reimbursements to Account			+				46.23	
5. Plus: Interest Earned			+				-	
6. Ending Balance Per Bank Statement						\$	<u>5,656.03</u>	
7. Less: Outstanding Checks								
	<u>1079</u>	+	\$	43.73		+	\$	-
	<u>1082</u>	+		39.83		+		-
	<u>1084</u>	+		332.40		+		-
	<u>1085</u>	+		3,010.00		+		-
	<u>1086</u>	+		275.00		+		-
	<u>1088</u>	+		30.00		+		-
	<u>1089</u>	+		42.00		+		-
	<u>1090</u>	+		62.77		+		-
								(3,835.73)
8. Plus: Deposits in Transit			+					3,863.15
9. Balance per Books						\$	<u>5,683.45</u>	

BOOK BALANCE ACCOUNTED FOR:

Balance per Books (from above)						\$	5,683.45
10. Assigned Vouchers on Hand (Not Yet Forwarded for Reimbursement)			+				116.55
11. Assigned Vouchers in Transit (Mailed not Yet Received)			+				200.00
12. Balance Allocated by Bursar at Account Establishment / In Bank			-				(6,000.00)
13. Balance Unaccounted For -SHOULD BE \$0						\$	<u>-</u>

Signed:

 Coordinator

 Bookkeeper

 Date