

MONTHLY BANK ACCOUNT RECONCILIATION

School _____
Bank _____ Account Number _____
Account Name _____
Checking _____
Savings _____
Interest Bearing _____ Statement Period _____

Reconciliation (Reason for Difference Between School & Bank)

Account Balance per Bank Statement _____

List Checks which have not cleared

Date	Check #	Vendor/Payee	Amount

Total Outstanding Checks _____

List Deposits which have not cleared

Date	Deposit #	Vendor/Payee	Amount

Total Outstanding Deposits _____

Actual Checkbook Balance _____

Reconciliation (Reason for Difference Between School & Imprest Amount)

Actual Checkbook Balance _____

Imprest Amount _____

Date	Check #	Vendor/Payee	Amount

Total Adjustment _____

Prepared by and date prepared: _____

Principal/Director's Signature: _____