MONTHLY REVOLVING ACCOUNT RECONCILIATION

For Month Ending _____ **Site:** _____

Part I
Bank Statement Reconciliation

Balance per Bank Statement _____

Additions

Deposits In Transit (Not on Bank Statement)

_____ _____
_____ _____
_____ _____
_____ _____

Fees and Charges

_____ _____
_____ _____

Total Deposits/Fees and Charges _____

Subtractions

Outstanding Checks

Chk #	Amount	Chk #	Amount

Total Outstanding Checks _____

LESS Interest Earned - Current Month _____
(not yet entered in checkbook)
Balance per Checkbook _____

Part II
General Ledger Reconciliation

Balance per Checkbook _____

Additions

Batches in Transit

Batch Header#	Chk#	Amount

Total Batches in Transit _____

Chks written but no batch entered

Chk#	Amount

Total chks written; no batch _____

Subtractions

Total Interest in Chkbook _____

Balance per GL _____
$750 if Middle School / $2000 if High School

Signature of Person Preparing this Reconciliation: _____ Date: _____

** Please submit this form quarterly for months ending **September, December, March,** and **June** and include copies of the bank statements for all months in the quarter to Accounting, Attention: Lori Swindell.

Rev 8/06