

Monthly Departmental Bank Account Reconciliation
Receipt-Transmittal 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	+		\$ 29,325.39
3. Less: Total Remittances to Bursar for Month	-	\$ (42,095.85)	
4. Previous Month's Outstanding Checks	-	-	
Current Month's Outstanding Checks (from below)		<u>5,700.00</u>	(36,395.85)
5. Plus: Cash Collected during Mo <u>1253</u> to <u>1355</u>	+	\$ 33,176.89	
		Receipt #	
6. Previous Month's Deposits in Transit	+	-	
Current Month's Deposits in Transit (from below)		<u>(1,500.00)</u>	31,676.89
7. Plus: Interest Earned	+		-
8. Ending Balance Per Bank Statement			<u>\$ 24,606.43</u>
9. Less: Current Month's Outstanding Checks			
UNL Bursar	+	\$ 5,700.00	
	+	-	
	+	-	
			\$ (5,700.00)
10. Plus: Current Month's Deposits in Transit	+		<u>1,500.00</u>
11. Balance per Books			<u><u>\$ 20,406.43</u></u>

BOOK BALANCE ACCOUNTED FOR:

Balance per Books (from above)		\$ 20,406.43
12. Bursar Remittance Yet to Forward	-	-
13. Balance Allocated by Bursar at Account Establishment / In Bank	-	-
14. Balance Unaccounted For -SHOULD BE \$0		<u><u>\$ 20,406.43</u></u>

Signed:

 Coordinator

 Bookkeeper

 Date