# Monthly Departmental Bank Account Reconciliation

## Revolving Account

**Smith Department**  
**215 XX Hall**

**Wells Fargo Bank, Acct #123456789**  
**July 31, 2008**

1. **Fund Balance at**

### 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**  
   $5,656.03$

7. **Less: Outstanding Checks**

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<tbody>
<tr>
<td>1079</td>
<td>+</td>
<td>$43.73</td>
<td>+</td>
<td>$</td>
<td>-</td>
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<tr>
<td>1082</td>
<td>+</td>
<td>39.83</td>
<td>+</td>
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<tr>
<td>1084</td>
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<td>332.40</td>
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<tr>
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<td>1088</td>
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<td>1089</td>
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<td>1090</td>
<td>+</td>
<td>62.77</td>
<td>+</td>
<td>-</td>
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<td>$(3,835.73)$</td>
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8. **Plus: Deposits in Transit**  
   $+ 3,863.15$

9. **Balance per Books**  
   $5,683.45$

### 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**  
    $- $

Signed:

COORDINATOR  
BOOKKEEPER  
DATE