

Instructions for Completing Monthly Departmental Bank Account Reconciliation Revolving Account

The Department Name, Address, and Bank Name and Acct # should be entered and saved on the form. These fields will only need to be filled in the initial time the reconciliation is done or if a change occurs on the account.

The remainder of the form has a number of grey fields. The grey fields are the *only* fields that may need to have data entered into them. All other fields have formulas in them and should **NOT** be changed. Also, each field that you may be entering data into has a – or + sign in front of it to indicate whether the field is typically entered as a negative or positive figure.

BANK RECONCILIATION TO BOOKS:

1. **Fund Balance At** - The ending date of your bank statement.
2. **Beginning Balance per Bank Statement** - Taken from your bank statement. It should tie to the ending balance of your previous month's statement.
3. **Less: Pmts for Approved Disbursements** – Disbursements made out of the account. These are those that will then be reimbursed back into the account after being submitted to Accounting/DAS.
4. **Plus: Expense Reimbursements to Account** – Deposits of reimbursement vouchers processed through Accounting/DAS.
5. **Plus: Interest Earned** – Interest on bank account. Taken from your bank statement.
PLEASE NOTE: Interest earned should be deposited into cost center 2199350011 using gl account 431100 at least quarterly.
6. **Ending Balance per Bank Statement** – This field is *not entered*. It will be calculated by a formula in the cell, but must tie to the ending balance on the bank statement.
7. **Less: Outstanding Checks** – Checks written out of account but not yet posted by bank.
8. **Plus: Deposits in Transit** – Deposits made to account but not yet posted by bank.
9. **Balance per Books** – This should tie to your check register.

BOOK BALANCE ACCOUNTED FOR:

10. **Assigned Vouchers on Hand (Not Yet Forwarded for Reimbursement)** – Disbursements issued through account but not yet submitted to Accounting for reimbursement.
11. **Assigned Vouchers in Transit (Mailed not Yet Received)** – Disbursement documentation mailed to Accounting for processing. Reimbursement has not yet been received for them.
12. **Balance Allocated by Bursar at Account Establishment / In Bank** – The amount (if any) that was originally funded by the Bursar's Office to the account at its establishment. Amount of cash kept in bank to fund account. This field will be the same each month.
13. **Balance Unaccounted For** – Should be \$0.