

Instructions for Completing Monthly Departmental Bank Account Reconciliation Receipt-Transmittal 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. Each field 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: Total Remittances to Bursar for Month** – Disbursements issued and sent to the Bursar to remit University receipts.
4. **Previous Month's Outstanding Checks** – Taken from Line 9 of previous month's reconciliation.
5. **Plus: Cash Collected during Mo**
 - **Receipt #s** – Beginning and ending Receipts numbers used for month's activities. This could also be beginning and ending register numbers if a register is used.
 - **Amount** – Amount of total receipts for the month. This amount ties to the receipt / register numbers entered.
6. **Previous Month's Deposits in Transit** – Taken from Line 10 of previous month's reconciliation.
7. **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.
8. **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.
9. **Less: Outstanding Checks** – Checks written out of account but not yet posted by bank.
10. **Plus: Deposits in Transit** – Deposits made to account but not yet posted by bank.
11. **Balance per Books** – Not entered, but must tie to your check register.

BOOK BALANCE ACCOUNTED FOR:

12. **Bursar Remittance Yet to Forward** – Receipts not yet forwarded to the Bursar for deposit.
13. **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.
14. **Balance Unaccounted For** – Should be \$0.