

**Monthly Departmental Bank Account Reconciliation**  
**Revolving 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						\$	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						\$	<u>5,656.03</u>
7. Less: Outstanding Checks							
	<u>1079</u>	+	\$	43.73		+	\$ -
	<u>1082</u>	+		39.83		+	-
	<u>1084</u>	+		332.40		+	-
	<u>1085</u>	+		3,010.00		+	-
	<u>1086</u>	+		275.00		+	-
	<u>1088</u>	+		30.00		+	-
	<u>1089</u>	+		42.00		+	-
	<u>1090</u>	+		62.77		+	-
							(3,835.73)
8. Plus: Deposits in Transit			+				<u>3,863.15</u>
9. Balance per Books						\$	<u><u>5,683.45</u></u>

**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						\$	<u><u>-</u></u>

Signed:

\_\_\_\_\_  
 Coordinator

\_\_\_\_\_  
 Bookkeeper

\_\_\_\_\_  
 Date