

### Petty Cash Bank Reconciliation

1. Location and Month Ended:
  - 1.1. Fill in "Location" with school/department name and number
  - 1.2. Fill in "For the Month Ended" with the last day of the month that is being reconciled
2. Reconciling the Bank Statement to the Checkbook Balance:
  - 2.1. Fill in "Bank Statement Ending Balance" which is found on the front of the bank statement on the right hand side
  - 2.2. "Deposits in Transit" are deposits that are included in the balance of your checkbook but they are not seen on your bank statement (this is typically seen if you do a reimbursement within the last few days of the month)
  - 2.3. "Outstanding Checks" are checks that have been written through the last day of the month but have not cleared the bank (they are not debited on your bank statement)
  - 2.4. "Adjusted Bank Balance" will fill in automatically
  - 2.5. "Balance per Checkbook" is the balance in the checkbook on the last day of the month you are reconciling and "BALANCED" should be seen to the right
  - 2.6. "Difference" should be "0.00"
3. Reconciling to the General Ledger:
  - 3.1. "Unreimbursed Checks" are checks that have not been reimbursed up to the last day of the month that is being reconciled
4. Reconciling Items:
  - 4.1. Fill in "Reconciling Items" with any bank checking fees or errors made that have not been corrected on the current months bank statement that is being reconciled
  - 4.2. "Reconciled Balance" will fill in automatically
  - 4.3. "Balance per General Ledger" will fill in automatically and "BALANCED" should be seen to the right
  - 4.4. "Difference" will fill in automatically and should be "0.00"
5. CB80: (See instructions on Reconciling the CB80)

After the CB80 has been reconciled in Lawson, click on the 'NO' and you will receive a drop down arrow, then click on 'YES'. As long as you checked CB80 and even if there is nothing to reconcile, you may click 'YES'

  - 5.1. If checks were not able to be reconciled, an explanation will need to be provided
6. Sign the form and date it along with the Principal/Administrator of the school/department and send it to the Internal Audit Department (Maritza Davis or Jessica Dyess). Do not fill in the date for the Principal/Administrator; they need to write it in the day they sign the form.