Bank Reconciliation Review Checklist

Month: _____

Helpful Hints to Reconciling your bank statement:

_____ Review prior month's outstanding checks and deposits and compare to current month's bank statement to make sure these items have cleared (FYI: Prior outstanding deposits should always clear out by the current month)

_____ Complete the Check Reconciliation (in Munis) once all cleared checks have been identified with the current month's ending date (Example: 01/31/2014 for January)

_____ Compare bank deposits to Munis cash receipts (they should match exactly unless there are outstanding deposits from the prior month)

_____ Complete the Bank Reconciliation page (FYI: Bank ending balance plus outstanding deposits less outstanding checks/voids should equal Munis ending balance)

_____ Compare and match the Munis ending balance to the ending balance on the Bank Reconciliation page (These amounts will match when you're reconciled)

_____ Submit your NSF charges, bank fees and other corrections to Shametra Collins for processing

Submit the following to Accounting Department:

_____ Cash Balances Report (SUMMARY)

_____ Outstanding Check List

_____ Copy of Bank Statement

_____ Bank Reconciliation Page

Secretary Signature: _____

Principal Signature: _____

Campus Name/#: _____

Date Completed: _____