Month End Reconciliation Guide

When the bank statement becomes available, it is time to make end of the month adjustments and balance the month.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Enter Cash Adjustment(s) for Interest and Bank Fees												
Enter Cash Transfer(s) for Money Market, Savings or CD Interest												
Review Adjustment(s) on prior month's Reconciliation sheet												
Reconcile Receipts												
Reconcile Disbursements												
Run and print – Project Balance Report (Rpt #2)												
Run and print – Outstanding Disbursement List (Rpt #7)												
Run and print – Outstanding Receipt List (Rpt #8)												

- ➢ **Go to Bank Reconciliation sheet on your computer.**
- ➢ **Enter all information to see if you are in balance.**
- ➢ **If your cash balances, run the following two reports**

Run and print – Student Activity Balance Sheet (Rpt A)												
Run and print – Statement of Revenues, Expenses, and Fund Balance (Rpt B)												

- ➢ **Go to Statement Verification on the Monthly Checklist**
- ➢ **Once your totals are verified and are correct, run the remaining reports.**

Run and print – Account Summary Trial Balance Report (YTD) (Rpt #1)												
Run and print – Account Trial Balance (Monthly) (Rpt #3)												
Run and print – Disbursement Register (Rpt #4)												
Run and print – Receipt Register (Rpt #5)												
Run and print – Monthly Transfers & Adjustments (Rpt #6)												

- ➢ **Update the Accounts Receivable spreadsheet, print and include with report packet**
- ➢ **Run the Envision <u>Check Status Report Standard</u> and the <u>Bank Reconciliation Report</u>
  for the reporting month and previous month (60 days) to include with report packet.**
- ➢ **Update NSF Log for your files**

Rpt # refers to Monthly Checklist of Reports Submitted.

Scan and email by the 15th of the month, a copy of the completed report packet to: **Rev. 12/2016**
bookkeeperresource@pasco.k12.fl.us