

Month End Reconciliation Guide

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

- 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 Report #2 – Project Balance Report
- Run and print Report #7 – Outstanding Disbursement Register
- Run and print Report #8 – Outstanding Receipt Register

STOP

Go to Bank Reconciliation sheet on your computer. Enter all information to see if you are in balance. Continue running the remainder of your reports.

- Run and print Report #1 – Account Summary Trial Balance Report
 - Run and print Report #3 – Account Trial Balance
 - Run and print Report #4 –Disbursement Register
 - Run and print Report #5 –Receipt Register
 - Run and print Report #6 –Transfers & Adjustments Register
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- Update the Accounts Receivable spreadsheet, print and include with report packet
 - Run the Checkcare report for the reporting month and previous month (60 days) to include with report packet
 - Update NSF Log for your files

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