

**MT. DIABLO UNIFIED SCHOOL DISTRICT
FORM A-3**

STUDENT BODY FUNDS MONTHLY STATUS REPORT & YEAR-END SUMMARY

For Period _____, 20____ Through _____, 20____

School _____

CASH STATEMENT

Beginning Balance (Ending balance from last report) \$ _____
 Add: Receipts Written During Period _____ through _____ \$ _____
 Add/(Minus) Miscellaneous Adjustments (Explain below) \$ _____
 Subtotal \$ _____
 Less: Checks Written During Period _____ through _____ \$ _____
 Add/(Minus) Miscellaneous Adjustments (Explain below) \$ _____
 Ending Balance \$ _____ *

BANK RECONCILIATION (Attach Statement Copies)

Ending Balance/Checking Statement \$ _____
 Add: Deposits in Transit \$ _____
 Subtotal \$ _____
 Less: Checks Outstanding

# _____	\$ _____	# _____	\$ _____	
# _____	\$ _____	# _____	\$ _____	
# _____	\$ _____	# _____	\$ _____	
# _____	\$ _____	# _____	\$ _____	
# _____	\$ _____	# _____	\$ _____	
# _____	\$ _____	# _____	\$ _____	\$ (_____)

Balance Checking \$ _____
 Add: Savings Account Balance(s)/C.D.S., etc. (Attach Statement) \$ _____
 Ending Balance \$ _____ *

LEDGER BALANCES

Account Title	Beginning Balance	Revenues In	Journal Transfers In	Expenditures Out	Journal Transfers Out	Ending Balance
1.	\$	\$	\$	\$	\$	\$
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
TOTAL	\$	\$	\$	\$	\$	\$

Grand Total \$ _____ *

COMMENTS _____

*These balances must agree or explain above.

Preparer's Signature _____ Date _____

Principal/Site Administrator's Signature _____ Date _____