

Mt. Diablo Unified School District

MONTHLY REVOLVING CASH RECONCILIATION

Site/Dept./Program _____ Month/Year _____

Bank _____

1. Current revolving cash checkbook balance: _____
(Use form on back of bank statement to reconcile)

2. Pending reimbursements from Fiscal Services: + _____
(Or holding for submission to Fiscal Services)

3. Adjustments (if any): +/- _____
Explanation:

4. Total: = _____
(Must equal total amount issued to your site/account)

5. Attach a copy of the front and the completed back of the bank statement to this form and send to Internal Auditor.

Prepared by:

Print Name Signature Date

Administrator:

Print Name Signature Date