

**PINELLAS COUNTY SCHOOLS  
BANK RECONCILIATION STATEMENT**

School 1) \_\_\_\_\_ Month/Year 1) \_\_\_\_\_

Beginning Check # 1) \_\_\_\_\_ Ending Check # 1) \_\_\_\_\_

|                                                                                          |      |                                          |     |  |
|------------------------------------------------------------------------------------------|------|------------------------------------------|-----|--|
| <b>Returned (NSF) Checks:<br/>List by name of maker, date &amp; amount</b>               | 2)   | Ckg End Bal./Bank Statement              | \$  |  |
| 6)                                                                                       | 3)   | Deposits not Credited (not on Bank Stmt) | +   |  |
|                                                                                          |      | RevTrak/Shopify/BOFA                     | +   |  |
|                                                                                          |      | GoFan                                    | +   |  |
|                                                                                          | 4)   | Deposits not Receipted (ACH) (not on GL) | -   |  |
|                                                                                          |      | RevTrak/Shopify/BOFA                     | -   |  |
|                                                                                          |      | GoFan                                    | -   |  |
|                                                                                          | 5)   | Service Charges not Posted               | +   |  |
|                                                                                          |      |                                          | +   |  |
|                                                                                          | 6)   | Returned Checks (NSF)                    | +   |  |
|                                                                                          | 7)   | Interest not Posted                      | -   |  |
|                                                                                          | 8)   | Other Differences                        | + - |  |
| 6) TOTAL RETURNED CHECKS:                                                                |      |                                          |     |  |
| <b>Checks Moved to Accounts Receivable:<br/>List by name of maker, date &amp; amount</b> | 9)   | Outstanding Checks                       | -   |  |
| 11)                                                                                      | 10)  | <b>Ckg. Reconciled Balance</b> =         | \$  |  |
|                                                                                          | 11)  | Petty Cash                               | +   |  |
|                                                                                          |      | Change Fund(s)                           | +   |  |
|                                                                                          |      | Accounts Receivable                      | +   |  |
|                                                                                          |      | Other                                    | +   |  |
| 11) TOTAL A/R:                                                                           | 12a) | <b>GRAND TOTAL</b>                       | \$  |  |

**List Outstanding Checks or Attach Outstanding Check Report from the financial system**

| CHECK # | AMOUNT | CHECK # | AMOUNT | CHECK # | AMOUNT | CHECK # | AMOUNT | CHECK # | AMOUNT |
|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|
| 9)      |        |         |        |         |        |         |        |         |        |
|         |        |         |        |         |        |         |        |         |        |
|         |        |         |        |         |        |         |        |         |        |
|         |        |         |        |         |        |         |        |         |        |
|         |        |         |        |         |        |         |        |         |        |

**Principal's Monthly Financial Report Ending Balance** 12b) \_\_\_\_\_ \* **TOTAL 9)** \_\_\_\_\_

**Trial Balance** – Cash Balance 12c) \_\_\_\_\_ \* Fund Balance 12d) \_\_\_\_\_ \*

The **GRAND TOTAL**, Financial Report Ending Balance, Cash and Fund Balances MUST all agree.

13) \_\_\_\_\_  
Preparer's Signature \_\_\_\_\_  
Date

14) \_\_\_\_\_  
Reviewer's Signature \_\_\_\_\_  
Date

PINELLAS COUNTY SCHOOLS  
BANK RECONCILIATION INSTRUCTIONS

**WORK FROM THE GENERAL LEDGER, THE BANK STATEMENT, THE DEPOSITS NOT RECEIPTED LOG AND THE PRIOR MONTH BANK RECONCILIATION STATEMENT. CHECK OFF EACH ITEM ON THE APPROPRIATE DOCUMENT AS EACH ITEM IS ADDRESSED.**

1. The Bank Reconciliation Statement must be completed and included with the monthly internal fund paperwork. Record the school's name, month and year on line 1). Also list the first and last check numbers used as recorded on the GL for the month being reconciled on line 1). Print out the GENERAL LEDGER for ALL dollar (\$) sign accounts for the month. Highlight all ADJUSTMENTS (AD) and or Transfers (TR) that appear on the general ledger. If TR/AD are a result of posting the prior month's reconciling items, such as service charges, check them off both on the general ledger and on the prior month's bank reconciliation; noting the date and adjustment number.
2. Enter the bank statement's ending balance found on the bank statement on line 2).
3. If a deposit was not credited by the bank in the previous month and was reported on the previous month's bank reconciliation, identify it on the current month's bank statement and check it off in both documents. On the General Ledger, add together all consecutively numbered receipts until they total the amount recorded by the bank as a deposit. Do this for the entire month, until all money received into the GL has been identified as having been deposited in the bank. If you identify a deposit or ACH that has been receipted in the current month's general ledger and it has not been credited by the bank, it will be reported as a "Deposits not Credited" on line 3). Keep ACH deposits not credited separate from regular bank deposits not credited.
4. If a deposit was credited by the bank, but not receipted into the GL, report that amount as "Deposits not Receipted" on line 4). This would include amounts sent to the bank but not recorded in the GL, such as ACH deposits by a third party. Keep Go Fan separate from other ACH deposits.
5. If a prior month's bank service charges were not recorded in the accounting system with an adjustment, they will continue to be reconciling items on the current month's bank reconciliation on line 5). Also, record the bank service charges for the current month on line 5). List and identify each month individually.
6. For NSF checks that have not been collected and re-deposited in the current month, they continue to be reconciling items on the current month's bank reconciliation. If the bank statement lists returned NSF checks during the current month and they have not been re-deposited by the school, list the name of the maker of the NSF check, and the date and the related amount in the left area 6) and then record the TOTAL of all NSF checks in the right section on line 6). Refer to the Manual of Internal Fund Accounting Chapter 3 for additional information and instructions for the process.
7. If the prior month's interest earned was not recorded in the accounting system with an adjustment, it is a reconciling item again on line 7). Also, record the interest earned for the current month on line 7). List and identify each month individually.
8. On line 8) list all "Other Differences" between the GL/prior bank reconciliation and the current month's bank statement. Examine the prior month's bank reconciliation, the current month's bank statement and the General Ledger for any figures (receipts/deposits or checks) that have not been checked off. Each item should be specifically identified and explained. All differences must be identified and may include: bank errors, checks which cleared the bank but were not recorded in the GL, ACH error and banking error should be identified, adjustments which were processed incorrectly, adjustments for incorrect amounts, or bookkeeping errors.
9. Check off all checks that cleared the bank, both on the bank statement and on the prior month's bank reconciliation and the current month's General Ledger. Be sure to compare the amount recorded in the General Ledger to the amount that the bank processed for each check. Remember that checks are sometimes processed by the bank or by the vendor for a different amount than face value. Record any differences as reconciling items in the space for "Other Differences" on line 8) and detail the check number. Next, clear the checks in the accounting system that have cleared the bank. Record all outstanding checks that have not cleared the bank from both the prior month's bank reconciliation statement and from the current month's General Ledger. Run an Outstanding Checks Report after clearing your checks in the financial system and report can be used in lieu of listing the outstanding checks in section 9).
10. The checking account should now be in balance with the figure reported on the month's Trial Balance's main checking account. If not, review the four documents (prior bank reconciliation statement, current month's general ledger, deposits not receipted log and current month's bank statement) to determine if any amounts are not checked off, these will be the differences. If all items are checked, review amounts of all debits and credits on the bank statement as compared to the GL and the prior bank reconciliation, most likely an amount is different. Also review all adjustments on the GL and all differences listed on the current bank reconciliation to ensure it is properly treated as a debit vs. credit or addition vs. subtraction.
11. Accounts Receivable – List name of Maker, date returned to the bank as NSF and amount. Also record balances from the change funds, petty cash funds and the accounts receivable account.
12. The Grand Total(12a) of all reconciled bank accounts must agree to the balances reported on the Principal's Monthly Financial Report(12b), the Cash total(12c) and Fund total(12d).
13. The preparer will sign and date the bank reconciliation statement line 13).
14. The reviewer or reviewer designee must trace all figures to source documents and sign and date the reconciliation statement form to certify that it is correct as presented on line 14). Also reviewer and reviewer designee must take the Bank Reconciliation Class.