

**BOARD OF EDUCATION OF CARROLL COUNTY  
SCHOOL - GENERAL  
BANK RECONCILIATION**

School \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Name of Bank \_\_\_\_\_

Balance per Bank Statement: \_\_\_\_\_

Deposits in Transit: \_\_\_\_\_

Deduct Outstanding Checks:

Sub-Total: \_\_\_\_\_

<u>Check No.</u>	<u>Vendor</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Outstanding Checks \_\_\_\_\_

Sub-Total: \_\_\_\_\_

Corrections (Additions or Deductions -- from Bank Balance)

Description	Amount
_____	_____
_____	_____
_____	_____

*Enter negative number using - sign*

Total Additions or Deductions: \_\_\_\_\_

Balance Per Checking Account: \_\_\_\_\_

Balance per Petty Cash (if applicable): \_\_\_\_\_

Total Cash held by School: \_\_\_\_\_

Principal (Initials) \_\_\_\_\_ Date \_\_\_\_\_

Secretary (Initials) \_\_\_\_\_ Date \_\_\_\_\_