

**KILLEEN ISD
QUICKBOOKS RECONCILIATION CHECKLIST**

COMPLETE THIS FORM AS YOU ARE RECONCILING.

SCHOOL _____

MONTH ENDING _____

The steps listed below will help you to verify that your monthly Activity Fund is reconciled correctly. The amounts you enter to the right of each step should match. If the amounts in a step do not match, then there is an error. You should check the entries you made to be sure all data was entered correctly. Please make sure your statement date matches your bank statement date **BEFORE** you begin to reconcile.

In step 1, write the Cleared Balance from the Reconciliation Report **BEFORE** clicking the Reconcile Now button.

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|--|----|--|
| 1. Current Statement Balance on the Bank Statement | \$ | |
| should equal | | |
| Cleared Balance on the Reconciliation Report | \$ | |
| 2. If the dollar amounts in step 1 matches, click the Reconcile Now button to print the Reconciliation Report. | | |
| 3. Print the following reports: Current Class Balance, Class Balance Changes, and the General Ledger Report | | |
| 4. Account/Register Balance (as of statement closing date) on the Reconciliation Report. | \$ | |
| should equal | | |
| Total on Current Class Balance Report | \$ | |
| should equal | | |
| Total 1112-Cash in Bank (Balance Column) on the General Ledger Report | \$ | |
| 5. Total on Class Balance Changes Report | \$ | |
| should equal | | |
| Total 1112-Cash in Bank (Amount Column) on the General Ledger Report | \$ | |

FOR STEP 6 AND 7, AN ADDING MACHINE TAPE WILL NEED TO BE RUN AND TAPED TO THE CLASS BALANCE CHANGES REPORT.

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|--|----|--|
| 6. From the General Ledger Report (Amount Column): | | |
| A. Total 461-I-Income - Campus Funds | \$ | |
| B. Total 461- Campus Activity Fund Expenses | \$ | |
| C. Enter the difference between A and B (should equal Camp. Act. on Class Bal. Chng. Rpt.) | \$ | |
| D. Total Campus Activity on Class Balance Changes Report (C and D MUST match) | \$ | |
| 7. From the General Ledger Report (Amount Column): | | |
| A. Total 865-I-Income - Student Funds | \$ | |
| B. Total 865- Student Activity Fund Expenses | \$ | |
| C. Enter the difference between A and B (should equal Student Act. on Class Bal. Chng. Rpt.) | \$ | |
| D. Total Student Activity on Class Balance Changes Report (C and D MUST match) | \$ | |

It is mandatory that copies of this checklist, the campus' monthly bank statement and Activity Fund Reports be sent to the Accounting Department- Activity Funds Technician . (Due by the 20th of each month *exceptions: August, November & December)

Name of Person Completing this form: _____ Date: _____