

County Petty Cash Accounts Monthly Reconciliation Form

County: _____

Month: _____

Per Bank

Ending Balance per Depository Account Bank Statement	Date	Amount	
1. Plus Deposits in Transit (deposits recorded in Quicken not on bank) from Quicken Depository Account Activity Report			
*2. Plus Other Transactions which should have been on bank statement			
Total Additions			\$0.00
Subtotal			\$0.00
	Date	Amount	
3. Minus Outstanding Checks/Clearing Account Transactions from Quicken Outstanding Check List (Total Outflows)			
*4. Minus Other Transactions recorded in Quicken not on bank statement from Quicken Depository Account Activity Report			
Total Reductions			\$0.00
Adjusted Bank Balance			\$0.00

*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.

Per Books

Ending Balance per Quicken Report "Account Balance as of Previous Month" (Total Assets or Total Liabilities & Equity)	Date	Amount	
**5. Minus Bank Charges not recorded in Quicken			
**6. Plus/Minus Other Transactions on bank statement not recorded in Quicken			
Subtotal			\$0.00
Adjusted Book Balance			\$0.00

**Transactions listed under 5 and 6 above are to be recorded in Quicken.

Reconciled by: _____ Date: _____

As account custodian, I recognize that I am personally responsible for the full amount of the account entrusted to me and certify that this reconciliation represents all activity of the account for the month indicated.

Staff Chair: _____ Date: _____