

Richmond Public School Council

Bank Reconciliation for the Period Ended: December, 2020

Balance shown on bank statement:	\$ 33,463.93
Add:	
	\$ -
Deduct:	
Outstanding cheques per disbursement register	\$ (655.25)
	\$ (655.25)
Adjusted Bank Statement Balance:	\$ 32,808.68

Balance shown in school council records:	\$ 32,808.68
Add:	
	\$ -
Deduct:	
	\$ -
Adjusted School Council Balance:	\$ 32,808.68

1. The adjusted bank statement must equal the adjusted school council balance
2. Provide detailed explanation for adjustments and be sure to record the school council reconciling items in the school council
3. Attach for review:
 - Bank statement;
 - List of outstanding cheques;
 - Cheques cashed during the month or printed bank-generated image (front & back);
 - Printout of school council records showing banking transactions; and
 - Other details supporting reconciling items.
 - Deposit book/slips

Prepared by: 
Miranda Lexmond (Feb 24, 2021 17:07 EST)

Date: Feb 24, 2021

Reviewed by: 
Hena Suthreland (Feb 25, 2021 11:35 EST)

Date: Feb 24, 2021

Principal: 
Laura Ladouceur (Feb 25, 2021 10:51 EST)

Date: Feb 25, 2021