

Bank Reconciliation of Cafeteria Fund

School: _____

Month being Reconciled: _____

Date: _____

Total per Bank Deposit Report for month being reconciled: _____ (A)
(Bank Deposit Report is submitted to Bookkeeper by Cafeteria Manager)

ADD: Bank Statement Beginning Balance _____ (B)

ADD: Deposits in Transit _____
Any deposit from the previous month that _____
cleared on current month's bank statement. _____

Total Deposits in Transit: _____ (C)

ADD: Interest Earned per Bank Statement _____ (D)

LESS: Amount remitted to LPPS for previous month's collections _____ (E)
CHECK # _____

LESS: Deposits in Transit _____
Any collections on Bank Deposit Report _____
that are NOT on Bank Statement _____

Total Deposits in Transit: _____ (F)

AMOUNT DUE TO LPPS (A + B + C + D - E - F) _____

(A check, in this amount, should be submitted to Christal Glascock/ Business Department, by the 15th day of the subsequent month. Copies of the Bank Statement, Bank Deposit Report, and Reconciliation, should be attached to the check.)

Ending Balance per Bank Statement: _____

THE AMOUNT DUE TO LPPS AND THE ENDING BALANCE PER BANK STATEMENT
SHOULD ALWAYS AGREE.

Check # _____ for _____ (month) collections issued to LPPS on _____ (date).

Principal's Signature & Date

Preparer's Signature & Date