

Killeen ISD

ASB 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.

1. Current Statement Balance on the **Bank Statement**..... _____
should equal
Cleared Balance on the **Bank Reconciliation Report**..... _____
2. If the dollar amounts in Step 1 matches, click the Reconcile Now button and print the Reconciliation Report.
3. Print the following reports: Transaction Summary Report (by group), Balance Sheet (by group), Fundraiser Report, Daily Posting Report
4. Campus Activity ending balance on **Transaction Summary Report**..... _____
should equal
Total Campus Activity on **Balance Sheet Report**..... _____
5. Student Activity ending balance on **Transaction Summary Report**..... _____
should equal
Total Student Activity on **Balance Sheet Report**..... _____
6. From **Bank Reconciliation**: Register ending balance..... _____
should equal
Amount from **Transaction Summary** 5-Other: Total Assets Ending Balance _____
7. Fundraiser Comparison
 - A. Total Expenses from **Fundraiser Report**..... _____
should equal
 - B. Campus Activity Outflow from **Transaction Summary**..... _____
8. Sales Tax Comparison
 - A. From **Daily Posting Report**: Sales Tax..... _____
should equal
 - B. From **Balance Sheet**: Op Sales Tax..... _____
9. **Treasury check** written to Killeen ISD Operating Fund (sales tax, id's, etc.)..... _____

Check Number: _____

should equal
Balance Sheet: 1 Operating-Total Liabilities..... _____

10. From **Transaction Summary Report: 1 Operating-OP.CC Convenience Fee Ending Balance** _____
should equal
From **Transaction Summary Report: 5 Other-Revenue, Sales Income Inflows**..... _____

IF YOUR CAMPUS IS PARTICIPATING IN THE MUSIC ENRICHMENT PROGRAM:

11. **Treasury check** written to Killeen ISD Operating Fund (MEP Band and/or Choir).....
should equal _____
Check Number: _____
Balance Sheet: 1A Music Enrichment Program..... _____

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

Name of Person Completing this form: _____
Date: _____