# Bank Reconciliation Worksheet

**UW Madison Accounting Services**  
**Bank Reconciliation Worksheet**  
**US Bank XXXXX**  
**Month End: July 2013**

**Bank Account Name:**  
**Custodian Name:**

## Checkbook Balance to Bank Statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance per Bank Statement 7/31/2013</td>
<td>$4,750.00</td>
</tr>
<tr>
<td>Deposit(s) in Transit</td>
<td>($250.00)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$4,750.00</td>
</tr>
</tbody>
</table>

## Adjustments (Describe)

- Outstanding checks Month of May: $0.00
- Outstanding checks Month of June: $0.00
- Outstanding checks Month of July: $0.00

**Additional Bank Adjustments:** $0.00

**Total Adjustments:** $0.00

**Adjusted Bank Balance:** $4,750.00

## Checkbook Balance to the Authorized Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance per Checkbook 7/31/2013</td>
<td>$4,750.00</td>
</tr>
<tr>
<td>Unreimbursed Expenditures:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Checks written Month of May</td>
<td>$0.00</td>
</tr>
<tr>
<td>Checks written Month of June</td>
<td>$0.00</td>
</tr>
<tr>
<td>Checks written Month of July</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Adjustments (Describe):**
- Stop Payments (Enter as (-)): $(250.00)

**Total:** $4,500.00

**Less: Authorized Fund Balance:** $4,500.00

**Difference:** (Should be zero) $0.00

**Replenishment Submit to Cash Management:** $(250.00)
## Custodian Fund Accounting Form

**University of Wisconsin-Madison, Accounting Services**

After approvals have been obtained, send form and related documents to:
Cash Management, 21 N. Park St., Suite 6101

### Vendor Num

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date</th>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Prog.</th>
<th>Project</th>
<th>Custodian Fund ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>10/11/2013</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>NR</td>
</tr>
</tbody>
</table>

-0 (250.00) 2637 X 0

### Increase/Decrease Amount

| XX |

### To:

US Bank XXXXX

**Building:**

**Address:**

**City:**

**State:**

**Zip:**

### Date Receipt #

**Replenishable Bank Acct Info**

(If applicable)

**Bank Acct Number:**

**Bank Acct Name:**

**User Guide**

**IRB #:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Expenses</th>
<th>List in order of Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Digits</td>
<td>Account</td>
<td>Fund</td>
</tr>
<tr>
<td>09/23/13</td>
<td>Check # 2013-122</td>
<td>2637</td>
</tr>
</tbody>
</table>

(250.00)

### Temporary Custodian Funds

(list as a positive number) (leave blank if replenishable)

**Reimbursement Due**

(positive amt)/ Check to be attached (negative amt)

$ (250.00)

### Open Balance Custodian Funds ID:

| NR 123456 | $20,000.00 |

### Custodian Name:

Joe Custodian

**To:**

(Complete if different than custodian address)

**Check payable to:**

US Bank XXXXX

**Deliver to:**

**Building:**

**Address:**

**City:**

**State:**

**Zip:**

### Call (name and phone number) for

**Check Amount:**

**Itemized Expenditures**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/23/13</td>
<td>Check # 2013-122</td>
<td>(250.00)</td>
</tr>
</tbody>
</table>

**Total**

$ (250.00)

**Reimbursement Due**

(positive amt)/ Check to be attached (negative amt)

$ (250.00)

### Form name: capp3.xls


Last updated: 06/2010