FACULTY SENATE FINANCIAL STATEMENTS

SCHOOL_____FOR THE MONTH OF_____

STATEMENT OF REVENUES AND EXPENDITURES

Fund Balance at the beginning of the month ***Include checking and savings balances.*** $ _____
This is the same as the previous month's fund balance at end of the month.

Plus Monthly Revenues ***Include any money received plus interest for month.*** $ _____

Minus Monthly Expenditures ***Include <u>all</u> checks written during the month.*** $ _____
(It doesn't matter if they have cleared the bank or not.)
This figure comes from your checkbook register, not the bank statement.

Fund Balance at the end of the month (should match bank reconciliation book bal.) $ _____
Carry this figure forward to next month fund balance at the beginning of month.

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MONTHLY BANK RECONCILIATION

Bank Balance (as per bank statement) ***Ending Balance on Bank Statement*** $ _____

Plus Deposits in Transit (Itemize Below) ***These are deposits you have made but aren't on the bank statement. You probably will not have any of these.*** $ _____

Deposit Date	Amount

Minus Outstanding Checks (Itemize Below) ***These are checks you have written during the year which have never cleared the bank.*** $ _____

Check Number	Amount

Plus Savings Account Balance ***Enter your savings account balance here.*** $ _____

Book Balance (should match fund balance at the end of the month) $ _____
This figure and the fund balance at the end of the month from above should be the same.

_____ _____ _____
Preparer's Signature Principal's Signature Date

Please attach copy of your bank statement (include savings if available), and submit to the Finance Office by the tenth of each month.