

NAME: START BY TYPING SCHOOL'S NAME HERE
PHONE: PHONE #

LOCAL DIST

DATE: 7/31/18

- TRIAL BALANCE-

COLUMN #	COLUMN (ACCOUNT) NAMES	ACCOUNT TOTALS		ACCOUNT BALANCE	
		DEBIT	CREDIT	DEBIT	CREDIT
B	CASH COLLECTIONS				
C	SHORT AND OVER				
D	CHECKING ACCOUNT			*	
F	OTHER CASH FUNDS AND INVESTMENTS				
G	CLEARING AND BOARD OF EDUCATION				
H	SALES TAX PAYABLE				
I	ENTERTAINMENTS, BAZAARS, CARNIVALS				
J	SALVAGE DRIVES				
K	SPECIAL SALES				
L	TRUST-				
M	TRUST-				
N	AUGMENTATION & ENRICHMENT EXPENSES				
O	EQUIPMENT PURCHASES				
P	GENERAL STUDENT BODY EXPENSES & INCOMES				
R	YEAR-END ADJUSTMENTS				
S	STUDENT BODY SURPLUS (FROM PRIOR YEAR)				
TRIAL BALANCE TOTALS					

OK

- BANK RECONCILIATION -

B OF A	Persons Whose Signatures Are on File At Bank	Name	Title
Name Of Bank			Principal
PUBLIC			S. A. A.
Branch			Assistant Principal

BALANCE PER BANK STATEMENT :

7/31/18

ADD: DEPOSITS OF THIS MONTH'S COLLECTIONS NOT
YET CREDITED ON BANK STATEMENT

DATE BANKED:

DATE BANKED:

DATE BANKED:

DATE BANKED:

TOTAL:

DEDUCT: CHECKS ISSUED TO CLOSE OF THIS MONTH. BUT NOT CHARGED ON BANK
STATEMENT (INCLUDE PRIOR MONTH CHECKS NOT YET CHARGED)

CHECK NO.

CHECK NO.

CHECK NO.

CHECK NO.

CHECK NO.

CHECK NO.

CHECK NO.

CHECK NO.

TOTAL:

ADJUSTED CHECKING ACCOUNT BALANCE

SHOULD BE THE SAME AS IN TRIAL BALANCE.*

OK

* Difference should be explained.

Administrator's Signature

STUDENT BODY FINANCIAL CONDITION

NAME: START BY TYPING SCHOOL'S NAME HERE

As of 7/31/2018

Telephone: PHONE #

District:

ITEM:

1. Cash balance:

Checking Account (Debit Balance-Item D on Trial Balance).....

Undeposited Collections (Debit Balance-Item B on Trial Balance).....

Petty Cash, Savings, etc. (Debit Balance-Item F on Trial Balance).....

Cash:

2. DEDUCT:

To Board of Equalization for Sales Tax (Accounts Payable)

Subtotal:

3. AMOUNTS HELD IN TRUST OR RESERVED FOR SPECIFIC PURPOSES

(These accounts should not have debit balances on Trial Balances)

Account Name:

Board of Education/Clearing

Trust L

TRUST-

Trust M

TRUST-

Subtotal:

4. TOTAL DEDUCTIONS - Item 2 and Item 3 Combined.....

5. AVAILABLE CASH - Item 1 less Item 4

6. ADD:

Trust Account with Debit Balances.....

Accounts Receivable Board of Education/Clearing.....

Accounts Receivable from Others (sales taxes payable).....

*Student Body Inventory (Salable Items).....

7. AVAILABLE CASH, RECEIVABLES AND STUDENT BODY INVENTORY

Total of Items 5 and Items 6.....

REMARKS:

Original copy to: Student Body Finance Section

Duplicate- School Copy

Administrator's Signature

*If carried on Student Body Books