



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2250

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CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-26-62**

REVISED: **2-14-2002**

SUBJECT: **Student Body Bank Reconciliation**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for preparing a monthly student body bank reconciliation.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-5000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Administrative Operational Support.
2. **Responsibility.** The principal, as trustee, shall be directly responsible for the conduct of student financial activities.
3. A monthly reconciliation is made on reverse side of the bank statement (July to June inclusive) to be submitted in accordance with dates provided by the Accounting Department.
4. **For year-round schools,** reconciliations also must be submitted in July and August. Duplicate receipts (pink copy) written are included with monthly bank reconciliation and statement.

D. IMPLEMENTATION

1. **Elementary School Secretary**
 - a. **Prepares duplicate receipts** (pink copy) for transmittal; proves accuracy by totaling receipts written during month to cover Student Body Funds and totaling deposit slips for the month. (Two totals should be equal.)
 - b. **Prepares bank reconciliation** each month, listing in numerical order all checks not cashed by the bank up to and including last day of the month. (Information obtained from checkbook record, record sheet, or disbursements journal.)

SUBJECT: **Student Body Bank Reconciliation**

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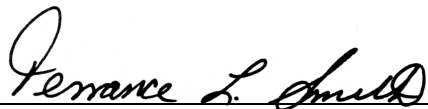
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- c. **Lists all deposits not included** on bank statement up to and including last day of the month.
 - d. **Verifies** that bank balance, plus total deposits in transit, minus total outstanding checks, *equals adjusted bank balance*.
 - e. **Mails original bank** statement with completed verified reconciliation to the Accounting Department. A photocopy of the bank statement is prepared for school file.
2. **Secondary School Financial Clerk**
- a. **Reconciles bank statement** with cash disbursements journal as of last day of each month.
 - b. **Prepares monthly student body bank reconciliation** and forwards original to the Accounting Department. A photocopy of the bank statement is prepared for school file.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education