



**New York City Department of Education
Annual Report on General School Funds - Elementary, Intermediate/JHS/MS**

September 1, 20__ to August 31, 20__

Name of School : _____ District: _____

(Page 1 of 2 Pages)

List the Bank Statement Balances and Related Information For ALL School Bank Accounts as of August 31, 20__

	Name of Bank	Address of Bank	Title of Account	Balance as of Aug. 31, 20__
1	Bank Account # 1	_____	_____	\$ _____
2	Bank Account # 2	_____	_____	\$ _____
3	Bank Account # 3	_____	_____	\$ _____
4	Bank Account # 4	_____	_____	\$ _____
5	Total Balance of ALL School Accounts (Add Lines 1 - 4)			\$ _____
6	Total Book Balance as of September 1, 20__			\$ _____
7	Add Total Receipts From:			
	Sept. 1, 20__ to Aug. 31, 20__	(Use Total From Page 2, Line 4)		\$ _____
8	Total Balance Available			\$ _____
9	Less Disbursements From:			
	Sept. 1, 20__ to Aug. 31, 20__	(Use Total From Page 2, Line 8)		\$ _____
10	Total Book Balance as of August 31, 20__			\$ _____

Bank Reconciliation, August 31, 20__

11	Balance Shown on Bank Statement as of August 31, 20__	\$ _____										
12	List Deposits Not Shown in Bank Statement (Deposits in Transit)											
	<table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>\$ _____</td> </tr> </tbody> </table>	Date	Amount	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	
Date	Amount											
_____	\$ _____											
_____	\$ _____											
_____	\$ _____											
_____	\$ _____											
13	Total Deposits Not Shown in Bank Statement (Add the Amounts Listed in Line 12)	\$ _____										
14	Total of Lines 11 and 13	\$ _____										

15 List Outstanding Checks (Written Checks Not Listed on Bank Statements)

Check Number	Amount	Name of Payee	Date
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

16	Total Outstanding Checks (Total Amounts From Line 15)	\$ _____
17	Subtract Line 16 From Line 14	\$ _____
18	Other Adjustments: _____	\$ _____
19	Total (Line 17 Minus/Plus 18) Balance Per Bank Statement, August 31, 20__	\$ _____
	<i>(This Should Equal Line 10)</i>	