

**STATE OF MONTANA
STATEWIDE ACCOUNTING SYSTEM**

**RECONCILIATION FORM
REVOLVING CASH ACCOUNT (1103)**

1) Agency Number/Name

2) Fund Number	3) Authorized Amount
4) Bank Name/Location	5) For Month/Year Ending (mm-yyyy)

6) Cash Reconciliation (complete fields below)

All revolving cash accounts must be reconciled monthly on this form. This form should be maintained by the agency along with detail of deposits in transit, outstanding checks, replenishment claims in transit, and disbursements not yet reimbursed. For more information, refer to MOM Chapter 2-1900. This form is available at the Accounting Bureau's Internet web site.

Bank to Check Register Reconciliation:

Ending Balance per Bank Statement (<i>attach copy of bank statement</i>)	+
Deposits in Transit	+
Outstanding Checks	-
Adjustments (<i>explain below</i>)	+/-
Ending Balance per Agency Check Register	=

Check Register to Authorized Amount Reconciliation:

Ending Balance per Agency Check Register	+
Replenishment Claims in Transit	+
Disbursements Not Yet Reimbursed	+
Total (<i>must equal authorized amount</i>)	=

7) Explanation

To Be Completed by Agency		
Certification: The above reconciliation is a true representation of the condition of the indicated non-treasury cash account authorized for the above agency and fund.	Authorized Signature	Date