

Indiana University Custodial Fund Reconciliation

Complete this custodial fund reconciliation form if your custodial fund uses a bank account. This form should be combined into one PDF along with bank statement(s) **with account numbers redacted** for the applicable month, a detailed list of outstanding checks, and a detailed list of canceled checks. Return the completed form to adaniels@iu.edu. To complete the form, enter the applicable information into the areas highlighted green.

| | |
|-------------------------------------|-------------------------------------|
| Custodian Name _____ | |
| Department _____ | Authorized Fund Amount _____ |
| BUY.IU Supplier ID _____ | Cash Counted By _____ |
| Date of Reconciliation _____ | Count Witnessed By _____ |

CASH ON HAND

| Currency | Ct | Coins | Ct |
|----------------|-------|-------------|-------|
| \$1 | _____ | \$0.01 | _____ |
| \$2 | _____ | \$0.05 | _____ |
| \$5 | _____ | \$0.10 | _____ |
| \$10 | _____ | \$0.25 | _____ |
| \$20 | _____ | \$0.50 | _____ |
| \$50 | _____ | \$1 | _____ |
| \$100 | _____ | | _____ |
| Total Currency | _____ | Total Coins | _____ |

TOTAL CASH ON HAND

Checkbook Balance + _____
TOTAL CHECKBOOK BALANCE AND TOTAL CASH = _____

Receipts on hand not yet filed for reimbursement

| BUY.IU Check Requests in Process: | Document # | Dollar Amount |
|-----------------------------------|------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total BUY.IU Check Requests in Progress+ **TOTAL** _____

FUNDS ACCOUNTED FOR

Authorized Custodial fund Balance + _____

Discrepancy: If this amount is not zero, please explain in detail

Explanation: _____

BANK RECONCILIATION

| | | | |
|-------------------------------|-------|-----------------------|-------|
| Bank Statement ending Balance | _____ | | _____ |
| Deposits in Transit | + | _____ | _____ |
| Checks Outstanding | - | _____ | _____ |
| | | Adjusted Bank Balance | _____ |

I certify that on _____ I had in my possession and under my control in custodial funds and that these funds are being administered in compliance with campus policy and procedures.

Reconciliation Prepared by: _____

Fund Custodian Signature: _____

Fiscal Officer Signature: _____