## County Petty Cash Accounts
### Monthly Reconciliation Form

**County:** 

**Month:**

### Per Bank

**Ending Balance per Depository Account Bank Statement**

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<th>Date</th>
<th>Amount</th>
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1. Plus Deposits in Transit (deposits recorded in Quicken not on bank) from Quicken Depository Account Activity Report

2. Plus Other Transactions which should have been on bank statement

**Total Additions** $0.00

**Subtotal** $0.00

3. Minus Outstanding Checks/Clearing Account Transactions from Quicken Outstanding Check List (Total Outflows)

**Total Reductions** $0.00

**Adjusted Bank Balance** $0.00

*For any transactions listed under 2 and 4 above where the bank was in error, you should contact the bank to resolve.*

### Per Books

**Ending Balance per Quicken Report “Account Balance as of Previous Month”**

(Total Assets or Total Liabilities & Equity)

<table>
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5. Minus Bank Charges not recorded in Quicken

6. Plus/Minus Other Transactions on bank statement not recorded in Quicken

**Subtotal** $0.00

**Adjusted Book Balance** $0.00

*Transactions listed under 5 and 6 above are to be recorded in Quicken.*

Reconciled by: ___________________________ Date: ____________

As account custodian, I recognize that I am personally responsible for the full amount of the account entrusted to me and certify that this reconciliation represents all activity of the account for the month indicated.

Staff Chair: ___________________________ Date: ____________