

Your School Name

Unorganized ASB Reconciliation Check-Off List

For the Month of: _____

Check and attach applicable items below:

- Original bank statement (Checking, Savings, Money Market, Investments)
- Reconciliation reports (Report 11K, 11L and 11M) – Reconcile **all** bank accounts
- Journal and transfer reports (Report 13), with supporting documentation, if applicable
- Keep all paperwork at your site for audit purposes

Reconciliation prepared by _____
ESA/Applicable Position Signature Date

Reconciliation reviewed by _____
Principal Signature Date