



SECTION: IC
TOPIC: DEPOSIT 02
RECONCILIATION
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: DEPOSIT OF AGENCY RECEIPTS - DEPOSIT RECONCILIATION

Forms Needed:

Deposit Cash Receipts Journal 014-131(1/96)

RESPONSIBILITY

ACTION

Agency

1. Enter agency name (block 1).
2. Enter organization name (block 2).
3. Enter the deposit date from block 5 of the remittance advice form in block 3.
4. Enter the deposit number from block 3 of the remittance advice form in block 4.
5. Enter the total amount of cash deposited from block 16 of the remittance advice form in block 5.
6. Enter the total amount of checks deposited from block 15 of the remittance advice form in block 6.
7. Enter the total of blocks 5 and 6 in block 7. This should equal block 19 of the remittance advice form.
8. Enter the total amount of the deposit (block 19) from the remittance advice form in block 8.
9. Subtract block 8 from block 7 and enter in block 9. If zero, proceed to step 10. If there is a difference, determine the cause of the difference and take whatever action necessary to correct the difference.
10. Enter date reconciliation was performed in block 10.
11. Enter initials of the person completing the reconciliation in block 11.

END OF PROCEDURE