

MONTHLY CERTIFICATION OF CHECK RECONCILIATION

TOTAL CURRENT OUTSTANDING BALANCE FOR BANK ACCOUNT TOTAL FROM AP-R0002 OR AP-R0004 REPORT	\$	BALANCE FROM TREASURER'S STATEMENT OF ACCOUNT	\$
RECONCILING ITEMS:		RECONCILING ITEMS	
Add:		Add:	
Checks to be honored previously canceled, deleted, stop payment, etc	+ \$	Clearance differences - OST cleared deposit < NCAS Requisition Amount	+ \$
Subtract:		Outstanding Deposits	+ \$
Manually cleared checks on NCAS from AP-F0010	- \$	Checks cleared but not issued by your agency from (AP-F0010)	+ \$
		Checks mistakenly cleared, should have been canceled, stop payment (AP-F0010)	+ \$
		Manual cash requisitions from addition of Non-system checks (MM171)	+ \$
		Clearance differences - OST amount cleared > NCAS amount (AP-F0011)	+ \$
		Other	+ \$
		Subtotal:	\$
		Subtract:	
		Clearance differences - OST cleared deposit > NCAS Requisition Amount	- \$
		Negative Cash Requisitions from Cancellation of Non-system checks (MM171)	- \$
		Clearance differences - OSC amount cleared < NCAS amount (AP-F0011)	- \$
		Other	- \$
ADJUSTED AP-R0002 TOTAL: (Should agree with adjusted Statement of Account Total)	\$	ADJUSTED STATEMENT OF ACCOUNT TOTAL: (Should agree with adjusted AP-R0002 Total)	\$

Disbursing Account Number _____

After completing a review of the AP-R0002 / AP-R0004 and the Treasurer's Statement of Account for the period ended

_____, the _____ certifies that the reports have been reconciled and are in balance.

Date (Month, Day, Year)

(Agency Name)

Name

Title

Signature

Date