

SPECIAL FUND MONTH END RECONCILIATION

The files linked to from this page are in Adobe Acrobat (.pdf) format. If you do not have this software, please [download the free Acrobat reader](#).

Month _____

Report	Column Heading	Row Heading	Budget Code
1 These Must =			
* BD702	MTD/QTD/YTD	<i>Ending Cash in Budget Code</i>	
AK 04	CURRENT BALANCES	<i>Current Balance</i>	
BD800DET	BALANCE	<i>Ending Cash Balance</i>	
** GL Screen 016	ENDING BALANCE	<i>Period</i>	
Cash 111260			\$

2a These Must =			
BD702	CURRENT MONTH	<i>Expenditures/Revenues</i>	
	*ACTUAL*CURRENT		
BD701-Cert.	MONTH	<i>Expenditures/Revenues</i>	\$
2b			
BD702	YEAR TO DATE	<i>Expenditures/Revenues</i>	
BD701-Cert.	*ACTUAL*YEAR-TO-DATE	<i>Expenditures/Revenues</i>	\$

3a These Must =			
BD800SUM	YTD RECEIPTS	<i>Budget Code Number</i>	
***AK 07	YTD RECEIPTS	<i>As of last entry for month closing</i>	\$
3b			
BD800SUM	YTD DISBURSEMENTS	<i>Budget Code Number</i>	
***AK 08	YTD EXPENDITURES	<i>As of last entry for month closing</i>	\$

4a These Must =			
BD800DET	DEPOSITS/TRANS ADJ	<i>Period Balance</i>	
BD800SUM	CURRENT RECEIPTS	<i>Budget Code Number</i>	\$
4b			
BD800DET	DISBURSEMENTS/TR ADJ	<i>Period Balance</i>	
BD800SUM	DISBURSEMENTS	<i>Budget Code Number</i>	\$

The step below is only for special fund budget codes that are required to record an allotment entry.

5a These Must =			
BD702	First 2 months of Quarter	<i>Unexpended Appropriation</i>	
BD702	UNEXPENDED	<i>Excess Exp. over/under Rev. per BD701 PLUS</i>	
	UNALLOTTED	<i>Net Allotment</i>	\$
	UNEXPENDED QTD		
5b These Must =			
BD702	Last month of Quarter	<i>Excess Exp. over/under Rev. per BD701</i>	
BD702	UNALLOTTED	<i>Unexpended Appropriation</i>	\$
	UNEXPENDED		

- * Note: Some agencies are required to post allotment entries in their special fund budget codes. These entries may be a reconciling amount between the BD702 and the Cash Management Control System.

- * * Note: You will not be able to use summary center 999999999999 in cases where there are multiple companies within a budget code or multiple budget codes within a company.

- *** Note: Entries in Cash Management (AK05, AK07, AK08) are listed by date entered, not effective date. In order to get the correct month-end balance for the month you are closing, be sure and include any closing month entries made in the current month (or subtract current month entries from ending balance).