



## A7 - Confidential Fund Monthly Reconciliation Report

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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## A7 - Confidential Fund Monthly Reconciliation Report

**Reference Number:** MTAS-391

Completed by the custodian, this form serves the same purpose as reconciling a checkbook with the monthly bank statement.

Form A-7

**CONFIDENTIAL FUND MONTHLY RECONCILIATION REPORT**

**A. RECONCILIATION**

Bank balance per statement	\$ _____
Date of statement _____	
Add: Deposits in transit (from section B). [Deposits recorded on Activity Log (A-1), but not appearing on the bank statement.]	\$ _____
Subtract: Outstanding checks (from section C). [Checks written and recorded on Activity Log (A-1) but not appearing on the bank statement.]	\$ _____
Balance per Activity Log	\$ _____
Date _____	

**B. DEPOSITS IN TRANSIT**

Date	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL \$	_____

**C. OUTSTANDING CHECKS**

Check #	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL \$	_____

**D. CONFIDENTIAL FUNDS WITH AGENTS**

Name	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

\* Parts A, B, and C are completed only if confidential funds are maintained in a separate bank account.

**E. SUBMISSION AND APPROVAL**

_____ Prepared by	_____ Approved by
_____ _____	

*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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INSTITUTE *for* PUBLIC SERVICE