

Texas A&M AgriLife
Administrative Services – Cash Management

Department/Unit that is
responsible for working fund



Working Fund Reconciliation for:

Department/Unit Name

Select appropriate agency

☐ 06 Research

☐ 07 Extension

☐ 20 TVMDL

For the Month ended: _____

Input ending date of the
statement in mm/dd/yy format.

These fields will automatically be
filled in

Ending bank balance per
statement

Note: When entering a reduction, please enter the amount as a negative number.

Bank Balance as of: _____

\$ _____

➤ PLUS: Outstanding Deposits:

Deposits on department/
unit books, but not
included in the ending
bank balance

Outstanding Checks:

Checks on department/
unit books, but not
included in the ending
book balance

Check Numbers: _____

Reconciled Bank Balance: _____

\$ _____

\$ _____

\$ _____

Checkbook Balance as of: _____

\$ _____

PLUS: Reimbursable Items

Sub-Voucher Numbers

Checks/Sub-Vouchers that
have not been reimbursed
into the working fund

Ending balance per
departmental books

\$ _____

PLUS/MINUS: Other Items

\$ _____

Reconciled Book Balance: _____

Input total amount authorized
for working fund. Reconciled
bank and reconciled book
balance should match this
amount.

\$ _____

\$ _____

TOTAL WORKING FUND AUTHORIZED:

Prepared:

Approved:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Department/Unit Preparer and Approver