

Student Refund Reconciliation for School

School			Date	
Funds Withdrawn from the Bank				
Check Number				
	Less: Student Refunds (1)			
Adjusted Total				
Cash on Hand not given to students				
Cash over/short				
Adjusted Cash Total			(2)	
Funds Redeposited to the Bank (3)			(2)	
Receipt Number (4)				

- (1) This should be taken from the student refund report which the students must sign indicating they have received the refund or from the individual workstation reconciliations.**
- (2) Must equal**
- (3) Excess deposit refunds not distributed to students must be redeposited the day following the general distribution to students. All subsequent refunds must be by check.**
- (4) A copy of the receipt verifying the redeposit must be attached.**

Prepared By: _____

Reviewed By: _____