

THE UNIVERSITY OF TENNESSEE MONTHLY RETURNED CHECKS RECONCILIATION

Department	Date
Fund Number	

Fund Balance as of _____ \$ _____
Date

Returned Checks (list of all checks on hand in the department).
Checks should be aged from oldest to most recent. Attach list if necessary.

DATE OF CHECK	NAME OF PAYOR	AMOUNT	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		Total	\$ _____
		*Difference	\$ _____

** The difference could be items processed by the department, but not posted to the fund. (When applicable, all reconciling items should be explained below and should equal the difference noted.)*

DATE	ITEM DESCRIPTION	AMOUNT	
_____	_____	\$ _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
		Total	\$ _____

Preparer	Date
Reviewer	Date