

**7.10**  
**Form due January 20 each year**

**BRIGHAM YOUNG UNIVERSITY**  
**Annual Bank Reconciliation**  
(Attach photocopy of 31 December bank statement)  
For the Year Ended 31 December \_\_\_\_\_

Law Society Chapter: \_\_\_\_\_  
Preparer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

CURRENCY OF BANK ACCOUNT (US dollar or other) \_\_\_\_\_

BEGINNING BALANCE PER BANK STATEMENT  
1 SEPTEMBER LAST YEAR \$ \_\_\_\_\_

Add Deposits in Transit at 31 December \_\_\_\_\_ (attach detail) \_\_\_\_\_

Less Outstanding Checks at 31 December \_\_\_\_\_ (attach detail) (\_\_\_\_\_)

Other Adjustments (list and describe on attached sheet):

\_\_\_\_\_  
\_\_\_\_\_  
Total Other Adjustments \_\_\_\_\_

ADJUSTED BANK BALANCE (beginning cash balance)  
1 JANUARY LAST YEAR \_\_\_\_\_  
(a)

Add Current Year:

Deposits \_\_\_\_\_  
Interest Income \_\_\_\_\_  
Bank Corrections (attach detail) \_\_\_\_\_  
Total Cash Receipts \_\_\_\_\_

Less Current Year: \_\_\_\_\_  
(a)

Checks Issued \_\_\_\_\_  
Bank Service Charges \_\_\_\_\_  
Bank Corrections (attach detail) \_\_\_\_\_  
Total Cash Disbursements (\_\_\_\_\_)  
(a)

Less Deposits in Transit at 31 December this year (attach detail) (\_\_\_\_\_)  
Add Outstanding Checks at 31 December this year (attach detail) \_\_\_\_\_

**7.9**  
**Form Continued**

Other Adjustments (list and describe on attached sheet):

Total Other Adjustments		

ENDING BALANCE PER BANK STATEMENT	
31 DECEMBER THIS YEAR	

Amounts listed on “(a)” lines should track to c, d, or e totals on "Annual Report of Remote Cash Receipts and Disbursements" (see form at section 7.24).

Mail to Law Society Executive Director