



# Local Government Corporation

## Trustee Reconciling

1. Reconciling Bank Accounts to Statements – On a monthly balance each bank account should be reconciled to the corresponding statement provided by the financial institution.
  - a. Reconciliation reports
    - i. Bank Analysis Report - Main Menu > Menus > Accounting > Bank Analysis Report

### Bank Analysis Report

Bank: 001 BANK NUMBER: 0000000001  
 Account: 11130 CASH IN BANK

Beginning Bank Balance: 2,942,217.86

Type	Trans	Date	Description	Amount	Individual Account Balance	Total Bank Balance
DP	768	03/03/2008	TO RECORD DEPOSIT	180,530.00	180,530.00	3,122,747.86
CD	1788	03/03/2008	TO RECORD CHECK #2570	102,768.22-	77,761.78	3,019,979.64
CR	10962	03/03/2008	10962 - STATE	149,769.56	227,531.34	3,169,749.20
CR	10963	03/03/2008	10963 - STATEE	7,366.70	234,898.04	3,177,115.90
DP	769	03/04/2008	TO RECORD DEPOSIT	31,658.44	266,556.48	3,208,774.34
CD	1790	03/04/2008	TO RECORD CHECK #2571	96,625.30-	169,931.18	3,112,149.04
CR	10969	03/04/2008	10969 - DIRECT DEP	4,830.60	174,761.78	3,116,979.64
CR	10970	03/04/2008	10970 - CITIZENS	342.97	175,104.75	3,117,322.61
DP	770	03/05/2008	TO RECORD DEPOSIT	18,860.64	193,965.39	3,136,183.25
CD	1792	03/05/2008	TO RECORD CHECK #2572	35,499.98-	158,465.41	3,100,683.27
CR	10972	03/05/2008	10972 - CITIZENS	3,861.50	162,326.91	3,104,544.77
CR	10973	03/05/2008	10973 - CITIZENS	359.62	162,686.53	3,104,904.39
DP	771	03/06/2008	TO RECORD DEPOSIT	45,301.49	207,988.02	3,150,205.88
CD	1794	03/06/2008	TO RECORD CHECK #2574	38,373.39-	169,614.63	3,111,832.49
CD	1795	03/06/2008	TO RECORD CHECK #2573	2,000,000.00-	1,830,385.37-	1,111,832.49
DP	772	03/07/2008	TO RECORD DEPOSIT	69,030.52	1,761,354.85-	1,180,863.01
CD	1797	03/07/2008	TO RECORD CHECK #2575	89,645.87-	1,851,000.72-	1,091,217.14

- ii. Account Analysis Report by Account – Main Menu > Menus > Accounting > Standard Reports > 1-Regular > Account Analysis by Account

### Account Analysis (Account Order) March 01, 2008 Thru March 31, 2008

999 COUNTY TRUSTEE

Fnd-Funct-Obj-Dep-Centr-Num	Cost Bnk	Document	Date	Description	Debit	Credit	Balance
Type	Num	Type	Number		Amount	Amount	
CASH IN BANK							
999-11130-	-	-	-001				2,942,217.86
999-11130-	-	-	-001	DP			3,122,747.86
999-11130-	-	-	-001	CD	1788 03/03/2008	102,768.22	3,019,979.64
999-11130-	-	-	-001	CR	10962 03/03/2008	149,769.56	3,169,749.20
999-11130-	-	-	-001	CR	10963 03/03/2008	7,366.70	3,177,115.90
999-11130-	-	-	-001	DP	769 03/04/2008	31,658.44	3,208,774.34
999-11130-	-	-	-001	CD	1790 03/04/2008	96,625.30	3,112,149.04
999-11130-	-	-	-001	CR	10969 03/04/2008	4,830.60	3,116,979.64
999-11130-	-	-	-001	CR	10970 03/04/2008	342.97	3,117,322.61

2. Reconciling Tax Relief due from State – Compare the balance for the 11410 Accounts Receivable on the Trial Balance with the amount shown on the ACV report.
  - a. To print a report of outstanding ACV amounts: Menus > Reports > Other A-N > ACV > Receipt or Name order > Applied > Unreconciled
    - i. Applied date > beginning = blank, ending = Fiscal YE
    - ii. Reconciled date > beginning = blank, ending = Fiscal YE
  - b. To print a reconciled list to match with remittance advice: Menus > Reports > Other A-N > ACV > Receipt or Name order > Applied > Reconciled
    - i. Applied date > beginning = blank, ending = Fiscal YE
    - ii. Reconciled date > beginning and ending = check date