Approved:

Draft

Riley County U.S.D. NO. 378 BOARD OF EDUCATION
REGULAR MEETING
October 10, 2016

Minutes

The regular monthly meeting of the Board of Education of Riley County USD 378 was held at the Riley County High School Library on Monday, October 10, 2016. Board members present were Shane Allen, Kyle Bohnenblust, Jared Larson, Nathan Mead, Randy O'Boyle, Kerry Thurlow and Ross Wahl at 7:15pm. Also in attendance were Superintendent Cliff Williams and Clerk of the Board Nicole Fajen. Others present were Frank Clark and Melissa Wahl.

Call to Order
At 7:00 p.m. President Bohnenblust called the board meeting to order.

Pledge of Allegiance

Additions to the agenda
None

Approval of Agenda
Shane Allen moved the board approve the amended agenda by adding out of district under board member items. Second by Randy O'Boyle and motion carried, 6-0.

Approval of the minutes of the September 12, 2016 regular meeting.

Approval of the bills and financial reports

Concerns of the Riley County U.S.D. No. 378 patrons
None

Communications
None

Administrative Reports

1. Hearing of principals
   a. Teresa Grant reported with the assistance of MS band and chorus, students worked with teachers to teach the entire grade school student body the high school fight song to build school spirit. Activities were done during Constitution week and each student in PreK-8 received an American flag donated by the Riley City Library and the Riley Friends of Library.
   b. Harold Oliver reported that homecoming week was very successful. ACT Prep Class has started. There was a staff training held on Monday, September 26th. Mr. Oliver would like to thank all teachers and staff for a great start to the school year!
2. Hearing of Directors

Frank Clark reported on bus repairs and fixes. Mr. Clark would like to thank Garry Goff for his dedication to the Transportation department and USD 378.

3. Superintendent report
   a. Cliff Williams gave a thank you to Kyle Bohnenblust, Ross Wahl and Nathan Mead for taking the time to tour all of our facilities on Friday, September 30th. A special thank you to Ian Peters, Jon Granberry, Frank Clark and Grace Brown for their efforts to present the needs from their department/building. Cliff also reported he has been working with our SRO Brian Swearingen on the mandated statue SB 367. Cliff stated that there have been several challenges with our fields used for physical education class, band, and sports. One of the challenges is creating a safe environment for kids to play on and to prevent secondary concussions. Cliff also thanked Harold Oliver, Ian Peters, Erik Willimon, Teresa Grant and Erin Oliver for their great efforts during the severe weather event that happened Thursday, October 6th.

Board Member Items
None

Business Items and Reports

1. Board of Education Topics. Progress on mission/vision from the retreat.
2. Contracts/Approvals/Appointments
   a. (*consent agenda)* Motion to approve the donation of $1,687 from the Riley County Alumni Association for school supplies.
   b. (*consent agenda)* Approve the disposal of the old track mats.
   c. (*consent agenda*) Approve the Cash box procedures.
   d. The Board tabled policy FC (Memorials, Funerals, and Name of District Facilities) until the November meeting.
3. Executive Session

   At 9:10pm Kyle Bohnenblust moved to recess into closed session for 15 minutes to discuss matters relating to employer-employee negotiations with the Superintendent with a 5 minute break starting before .Second by Kerry Thurlow and motion carried, 7-0.

   Returned at 9:30pm with no action taken.

   At 9:30pm Shane Allen moved to recess into closed session for 20 minutes to discuss matters relating to employer-employee personnel with the Superintendent as needed. Second by Kerry Thurlow and motion carried, 7-0. Mr. Williams left at 9:35pm.

   Returned at 9:50pm with no action taken.

   Kyle Bohnenblust moved to approve the advertisement of a middle school assistant wrestling coach. Second by Shane Allen and motion carried, 6-1 with Ross Wahl voting no.

Jared Larson moved to approve the advertisement of a bus driver/mechanic. Second by Nathan Mead and motion carried, 7-0.

Adjournment

At 9:52 p.m., Randy O'Boyle moved the board adjourn the meeting. Second by Shane Allen and motion carried, 7-0.

Riley County School District USD 378
Summary of Bank Cash

October, 2016 Financial

		Per the Bank Reconciliation					
Bank	**Description**	**10/31/2016 Ending Bank Balance (per Statement)**	**Outstanding Checks per MACS**	**Deposits in Transit per MACS**	**Transactions clearing bank posted in GL in different period**	**Ending Calculated Book Balance**	**Cash Summary Cash Balance**
Riley State Bank	Main operations (checking)	1,345,708.41	61,473.99			1,284,234.42	1,284,234.42
Riley State Bank	Money Market as of 10/12/16	2,098,076.47		804.74		2,098,881.21	2,098,881.21
	Reporting Entity	*3,443,784.88*	*61,473.99*	*804.74*	-	*3,383,115.63*	*3,383,115.63*
		9/30/2016 Ending Bank Balance				**10/31/2016 Ending Bank Balance**	
Riley State Bank*	Flexible spending account	5,941.00	6,243.86	8,526.68		8,223.82	8,223.82
Riley State Bank*	High School Student Organization Funds	81,062.25	6,415.99	7,219.54		81,865.80	89,445.43
Riley State Bank*	Grade School Student Organization Fund	14,323.21	2,701.92	4,509.62		16,130.91	16,130.97
				20,255.84			
	TOTAL DISTRICT FUNDS	**3,443,784.88**	**61,473.99**	**21,060.58**	-	**6,915,125.79**	**2,654,554.12**

Prepared by: S Glessner 11/4/2016

Presented to Board of Education Packets

RILEY STATE BANK

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000 01 01

USD #378 GENERAL FUND 30
SANDRA K GLESSNER, TREAS 11
KYLE BOHNENBLUST 153
P O BOX 326
RILEY KS 66531

Member FDIC

SUPER NOW ACCOUNT: [redacted]

10/01/16 THRU 10/31/16
DOCUMENT COUNT: 164
PAGE 6

SUPER NOW ACCOUNT [redacted]

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
CHECK # 34826	4,263.34		10/25/16	1888,885.99
CHECK # 34810	20,699.53		10/25/16	1868,186.46
KSDEPTOFREVENUE TAXDRAFTS 036480697618F01	9,360.33		10/25/16	1858,826.13
Riley County Sch SET TRANS		110.00	10/26/16	1858,936.13
Unified School D SET TRANS 1480697618		737.00	10/26/16	1859,673.13
CHECK # 34808	148,123.00		10/26/16	1711,550.13
Unified School D SET TRANS 1480697618		865.00	10/27/16	1712,415.13
POTTAWATOMIE CO Oct. 2016		1,639.72	10/27/16	1714,054.85
CHECK # 34695	46.00		10/27/16	1714,008.85
CHECK # 34713	225.84		10/27/16	1713,783.01
CHECK # 34814	800.00		10/27/16	1712,983.01
CHECK # 34839	1,201.40		10/27/16	1711,781.61
CHECK # 34833	2,154.72		10/27/16	1709,626.89
KANSAS PUBLIC EM Remittance	100.50		10/27/16	1709,526.39
IRS USATAXPYMT	75,573.33		10/27/16	1633,953.06
RILEY COUNTY SCH PAYROLL	232,029.81		10/27/16	1401,923.25
Unified School D SET TRANS 1480697618		624.90	10/28/16	1402,548.15
DEPOSIT		3,764.00	10/28/16	1406,312.15
Riley County Sch SET TRANS		132.00	10/31/16	1406,444.15
Unified School D SET TRANS 1480697618		265.00	10/31/16	1406,709.15
Riley Co. Treas PAYMENTS		31,599.69	10/31/16	1438,308.84
CHECK # 34817	321.84		10/31/16	1437,987.00
CHECK # 34838	368.11		10/31/16	1437,618.89
CHECK # 34829	512.52		10/31/16	1437,106.37
CHECK # 34819	1,565.66		10/31/16	1435,540.71
CHECK # 34834	5,819.16		10/31/16	1429,721.55
CHECK # 34818	84,134.37		10/31/16	1345,587.18
INTEREST		147.23	10/31/16	1345,734.41
SERVICE CHARGE	26.00		10/31/16	1345,708.41
BALANCE THIS STATEMENT			10/31/16	1345,708.41

TOTAL CREDITS (51) 951,987.31 MINIMUM BALANCE 1,246,329.15
TOTAL DEBITS (163) 852,608.05

* * * C O N T I N U E D * * *

MAPP2
CHECK RECONCILIATION

 UNIFIED SCHOOL DISTRICT #378 STATEMENT DATE 10/31/16

RILEY STATE BANK - 00101 DATE PREPARED 11/04/16

3	PAYROLL OUTSTANDING AS OF 10/31/2016	952.01
0	PAYROLL OUTSTANDING SINCE	.00
0	DIR.DEP. RECONCILED SINCE	.00
84	VENDOR OUTSTANDING AS OF 10/31/2016	60,521.98
0	VENDOR OUTSTANDING SINCE	.00
87	CHECKS OUTSTANDING TOTAL	61,473.99
	BALANCE IN CHECKING ACCOUNT	1,284,234.42
	- DEPOSITS IN TRANSIT	.00
BANK 00101	BALANCE SHOULD BE	1,345,708.41

USD #378 GENERAL FUND 38
SANDRA K GLESSNER, TREAS 0
KYLE BOHNENBLUST 0
P O BOX 326
RILEY KS 66531

SAFE MONEY MARKET
ACCOUNT: [redacted]

09/15/16 THRU 10/12/16
DOCUMENT COUNT: 0
PAGE 1

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SAFE MONEY MARKET ACCOUNT [redacted]

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			09/14/16	2098,076.47
INTEREST		804.74	10/12/16	2098,881.21
BALANCE THIS STATEMENT			10/12/16	2098,881.21

TOTAL CREDITS (1) 804.74 MINIMUM BALANCE 2,098,076.47
TOTAL DEBITS (0) .00

- - - - - - - - - - - I N T E R E S T - - - - - - - - - - -

AVERAGE LEDGER BALANCE: 2,098,076.47 INTEREST EARNED: 804.74
INTEREST PAID THIS PERIOD: 804.74 DAYS IN PERIOD: 28
INTEREST PAID 2016: 8,944.56 ANNUAL PERCENTAGE YIELD EARNED: .50%

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES:	$.00	$.00
TOTAL RETURNED ITEM FEES:	$.00	$.00

[redacted]

[redacted]

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000 01 01

USD #378 RILEY COUNTY 30
SANDRA K GLESSNER, TREAS 2
FLEX SPENDING - EM POWER 3
P O BOX 326
RILEY KS 66531

Member FDIC

CHECKING ACCOUNT: [redacted]

10/01/16 THRU 10/31/16
DOCUMENT COUNT: 5
PAGE 1

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CHECKING ACCOUNT [redacted]

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			09/30/16	5,441.00
MHM Resources DIRECT PAY	60.00		10/03/16	5,381.00
CHECK # 1063	45.90		10/04/16	5,335.10
MHM Resources DIRECT PAY	85.00		10/04/16	5,250.10
MHM Resources DIRECT PAY	107.00		10/04/16	5,143.10
MHM Resources DIRECT PAY	175.23		10/04/16	4,967.87
Riley Co. School FlxRlyUSD	416.66		10/04/16	4,551.21
MHM Resources DIRECT PAY	3.21		10/05/16	4,548.00
MHM Resources DIRECT PAY	103.18		10/06/16	4,444.82
DEPOSIT		4,263.34	10/11/16	8,708.16
MHM Resources DIRECT PAY	218.00		10/11/16	8,490.16
MHM Resources DIRECT PAY	118.32		10/12/16	8,371.84
MHM Resources DIRECT PAY	186.87		10/12/16	8,184.97
MHM Resources DIRECT PAY	286.44		10/12/16	7,898.53
MHM Resources DIRECT PAY	50.00		10/13/16	7,848.53
Riley Co. School FlxRlyUSD	416.66		10/13/16	7,431.87
MHM Resources DIRECT PAY	560.06		10/14/16	6,871.81
MHM Resources DIRECT PAY	186.15		10/17/16	6,685.66
MHM Resources DIRECT PAY	1.00		10/18/16	6,684.66
MHM Resources DIRECT PAY	47.65		10/18/16	6,637.01
MHM Resources DIRECT PAY	53.00		10/18/16	6,584.01
MHM Resources DIRECT PAY	35.00		10/19/16	6,549.01
MHM Resources DIRECT PAY	3.00		10/20/16	6,546.01
MHM Resources DIRECT PAY	56.39		10/21/16	6,489.62
CHECK # 1067	25.00		10/24/16	6,464.62
MHM Resources DIRECT PAY	179.01		10/24/16	6,285.61
DEPOSIT		4,263.34	10/25/16	10,548.95
MHM Resources DIRECT PAY	35.00		10/25/16	10,513.95
MHM Resources DIRECT PAY	50.00		10/25/16	10,463.95
MHM Resources DIRECT PAY	50.00		10/27/16	10,413.95
MHM Resources DIRECT PAY	35.00		10/28/16	10,378.95
Riley Co. School FlxRlyUSD	626.68		10/28/16	9,752.27
CHECK # 1068	1,000.00		10/31/16	8,752.27
MHM Resources DIRECT PAY	1,028.45		10/31/16	7,723.82

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[redacted]

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RILEY STATE BANK

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000 01 01

USD #378 RILEY COUNTY 30
SANDRA K GLESSNER, TREAS 2
FLEX SPENDING - EM POWER 3
P O BOX 326
RILEY KS 66531

Member FDIC

CHECKING ACCOUNT: [redacted]

10/01/16 THRU 10/31/16
DOCUMENT COUNT: 5
PAGE 2

CHECKING ACCOUNT [redacted]

DESCRIPTION		DEBITS	CREDITS	DATE	BALANCE
BALANCE THIS STATEMENT				10/31/16	7,723.82
TOTAL CREDITS	(2)	8,526.68			
TOTAL DEBITS	(31)	6,243.86			

YOUR CHECKS SEQUENCED

DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
10/04	1063*	45.90	10/24	1067	25.00	10/31	1068	1,000.00

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

- - - - - - - - - - - I N T E R E S T - - - - - - - - - -

AVERAGE LEDGER BALANCE: .00
INTEREST PAID THIS PERIOD: .00
INTEREST EARNED: .00
DAYS IN PERIOD:
ANNUAL PERCENTAGE YIELD EARNED: .00%

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES:	$.00	$.00
TOTAL RETURNED ITEM FEES:	$.00	$.00

[redacted]

[redacted]

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000 01 01

USD #378 GENERAL FUND 30
SANDRA K GLESSNER, TREAS 0
FLEX SPENDING 0
P O BOX 326
RILEY KS 66531

Member FDIC

CHECKING ACCOUNT: [redacted]

10/01/16 THRU 10/31/16
DOCUMENT COUNT: 0
PAGE 1

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CHECKING ACCOUNT [redacted]

DESCRIPTION		DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT				09/30/16	500.00
BALANCE THIS STATEMENT				10/31/16	500.00
TOTAL CREDITS	(0)	.00			
TOTAL DEBITS	(0)	.00			

- - - - - - - - - - - I N T E R E S T - - - - - - - - - - -

AVERAGE LEDGER BALANCE: .00
INTEREST PAID THIS PERIOD: .00
INTEREST EARNED: .00
DAYS IN PERIOD:
ANNUAL PERCENTAGE YIELD EARNED: .00%

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES:	$.00	$.00
TOTAL RETURNED ITEM FEES:	$.00	$.00

RILEY STATE BANK

000 01 01

RILEY COUNTY HIGH SCHOOL 30
ACTIVITY FUND 20
DONNA TITTEL 32
P.O. BOX 38
RILEY KS 66531

CHECKING ACCOUNT: [redacted]

10/01/16 THRU 10/31/16
DOCUMENT COUNT: 52
PAGE 2

CHECKING ACCOUNT [redacted]

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
DEPOSIT		860.15	10/19/16	92,571.79
CHECK	42.00		10/19/16	92,529.79
CHECK # 7227	76.00		10/20/16	92,453.79
CHECK	350.00		10/20/16	92,103.79
CHECK	400.00		10/20/16	91,703.79
CHECK # 7226	694.00		10/20/16	91,009.79
DEPOSIT		400.00	10/21/16	91,409.79
DEPOSIT		3,174.00	10/24/16	94,583.79
CHECK	69.00		10/26/16	94,514.79
DEPOSIT		112.00	10/27/16	94,626.79
DEPOSIT		649.55	10/27/16	95,276.34
CHECK	300.00		10/27/16	94,976.34
CHECK	400.00		10/27/16	94,576.34
DEPOSIT		1,879.35	10/28/16	96,455.69
CHECK	59.00		10/28/16	96,396.69
CHECK	1,820.27		10/28/16	94,576.42
Unified School D SET TRANS 1480697618		10.00	10/31/16	94,586.42
DEPOSIT		121.00	10/31/16	94,707.42
DEPOSIT		566.90	10/31/16	95,274.32
CHECK	864.00		10/31/16	94,410.32
BALANCE THIS STATEMENT			10/31/16	94,410.32

TOTAL CREDITS (21) 23,731.20
TOTAL DEBITS (32) 16,151.57

YOUR CHECKS SEQUENCED

DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT	DATE	CHECK #	AMOUNT
10/03	*	36.00	10/04	*	89.00	10/12	*	81.16
10/03	*	40.28	10/04	*	400.00	10/12	*	1,440.00
10/03	*	70.00	10/04	*	775.00	10/14	*	400.00
10/03	*	112.35	10/05	*	541.00	10/17	*	150.00
10/03	*	200.00	10/07	*	65.00	10/17	*	697.59
10/03	*	400.00	10/11	*	2,278.14	10/17	*	1,922.23

* * * C O N T I N U E D * * *

[redacted]

[redacted]

LSB

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKBOOK

CHECKS OUTSTANDING-NOT CHARGED TO ACCOUNT

NO.	$	
TOTAL	$	

BANK BALANCE SHOWN ON THIS STATEMENT $ 94,410.32

ADD+

DEPOSITS NOT CREDITED IN THIS STATEMENT (IF ANY) $

TOTAL $

SUBTRACT-

CHECKS OUTSTANDING $ 3,271.83

BALANCE $ 91,138.49

SHOULD AGREE WITH YOUR CHECKBOOK BALANCE AFTER DEDUCTING SERVICE CHARGE (IF ANY) SHOWIN ON THIS STATEMENT.

IMPORTANT:
PLEASE NOTIFY US OF ANY CHANGE OF ADDRESS
IF ANY DISCREPANCY EXISTS BETWEEN THE BANK'S AND YOUR RECORDS.
PLEASE WRITE OR CALL:
PO BOX 125
LEONARDVILLE, KS 66449
785-293-5221

Member FDIC

EQUAL HOUSING LENDER

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us at the telephone number or write us at the address on the statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared.

(1) Tell us your name and account number (if any).

(2) Describe the error of the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will tell you the results of our investigation within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will recredit your account within 10 business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not recredit your account.

If we decide that there was no error, we will send you a written explanation within 3 business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation.

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount

Period from 10/01/2016 through 10/31/2016 **Description:**

Cleared Checks

007199	Carolyn Devane	09/22/2016	36.00
007201	Landon Wingerson	09/22/2016	200.00
007203	Country Meats	09/26/2016	89.00
007204	Danenberg Jewelers	09/26/2016	112.35
007205	JW Pepper & Son, Inc	09/26/2016	65.00
007206	NCA Summer Camps	09/26/2016	541.00
007208	SNO	09/26/2016	775.00
007209	Steve Weiss Music	09/26/2016	379.55
007210	Tasty Pastry	09/26/2016	40.28
007212	Gambinos	09/30/2016	70.00
007214	Riley State Bank	10/03/2016	400.00
007215	Riley State Bank	10/04/2016	400.00
007216	ESU School of Business	10/10/2016	42.00
007217	Jamie Abner	10/10/2016	81.16
007218	Grantham, Jeff	10/10/2016	600.00
007219	Great American	10/10/2016	1,922.23
007220	MarKan Sales Co.	10/10/2016	697.59
007222	Pepsi Cola of Marysville	10/10/2016	150.00
007223	Rocking B Stickers	10/10/2016	1,440.00
007224	USD #378	10/10/2016	2,278.14
007226	National FFA Organization	10/13/2016	694.00
007227	National FFA Organization	10/13/2016	76.00
007228	Kansas FFA Association	10/13/2016	864.00
007229	Riley State Bank	10/14/2016	400.00
007230	Riley State Bank	10/18/2016	350.00
007231	Riley State Bank	10/18/2016	400.00
007232	Riley State Bank	10/20/2016	400.00
007233	Gambinos	10/25/2016	69.00
007239	Riley State Bank	10/26/2016	400.00
007241	Bob Whearty	10/26/2016	1,820.27
007242	Riley State Bank	10/26/2016	300.00
007243	Gambinos	10/27/2016	59.00
		Cleared Check Total:	**16,151.57**

Outstanding Checks

006701	Lucid Sounds	01/27/2015	325.00
006722	Cindy Sias	02/10/2015	104.93
006761	Country Meats	04/10/2015	89.00
006762	Cierra Dugan	04/10/2015	70.32
006826	Advanced Promotion	05/27/2015	1,252.00
006938	Bobby Brummett	11/12/2015	224.51
007035	Jenna Grater	02/26/2016	39.98
007225	Kansas FFA Association	10/13/2016	12.00
007234	Golf Team Products	10/26/2016	88.00
007235	Cricket Sports	10/26/2016	41.00
007236	District D FCCLA	10/26/2016	53.00

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
007237	Ewell Educational Services	10/26/2016	265.00
007238	National Membership Dues	10/26/2016	45.00
007240	USD #378	10/26/2016	662.09
		Outstanding Check Total:	**3,271.83**

Voided Checks

007221	Mission Valley Band	10/25/2016	-50.00
		Voided Check Total:	**-50.00**

Bank Statement Reconciliation Summary

1.	**Statement Balance**	**94,410.32**
2.	**- Outstanding Checks**	**3,271.83**
3.	**+ Outstanding Receipts**	**0.00**
4.	**Total**	**91,138.49**
5.	**+ Investments**	**0.00**
6.	**Book Balance**	**91,138.49**