

Bank Reconciliation

Bank Reconciliation **FOR:**

as of **DATE:**

A. CLOSING BALANCE SHOWN ON BANK STATEMENT:

ADD deposits not credited on bank statement:

TOTAL DEPOSITS NOT CREDITED

SUBTOTAL

SUBTRACT checks issued but not yet cleared by the bank:

No.

TOTAL OUTSTANDING CHECKS:

ADD or **SUBTRACT** bank errors:

B. ADJUSTED BANK BALANCE:

C. BALANCE ACCORDING TO YOUR RECORDS:

ADD bank interest or additions not yet recorded:

SUBTRACT bank service charges not yet recorded:

ADD or **SUBTRACT** other errors:

D. ADJUSTED BALANCE:

Comments: _____