



<b>BANK RECONCILEMENT</b>	
<b>BEGINNING BOOK BALANCE</b> as of _____	_____
PLUS: TOTAL RECEIPTS	_____
TOTAL TO BE ACCOUNTED FOR	_____
MINUS: TOTAL DISBURSEMENTS	_____
BANK ERRORS (PLUS OR MINUS)	_____
ENDING BOOK BALANCE as of _____	=====
ENDING BANK BALANCE as of _____	_____
PLUS: DEPOSITS IN TRANSIT	_____
MINUS: TOTAL OUTSTANDING CHEQUES	_____
BANK ERRORS (PLUS OR MINUS)	_____
ENDING BANK BALANCE as of _____	=====

<b>OUTSTANDING CHEQUES</b>					
<b>CHEQUE #</b>	<b>AMOUNT</b>	<b>CHEQUE #</b>	<b>AMOUNT</b>	<b>CHEQUE #</b>	<b>AMOUNT</b>
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	