USW LOCAL _____

BANK RECONCILEMENT

For the period ending _____

Books

1.	Your Records: Balance Forward – Beginning of Month	_____
2.	Add: Deposits and Interest Earned	_____
3.	Less: Cheques and Bank Service Charges	_____
4.	Equals: Ending Cash Balance – End of Month	**$ -**

Bank

5.	Ending Bank Balance Shown on Statement	_____
6.	Add: Deposits not yet credited on bank statement	_____
7.	Less: Cheques outstanding (List in 9 below)	-
8.	Equals: Adjusted Bank Balance	**$ -**

(This should be the same figure as #4 above)

Difference 0.00

9. **Oustanding Cheques:**

Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
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Total Oustanding Cheques **$ -** (Transfer total to Step 7 above)