

BANK RECONCILEMENT

For the period ending _____

Books

- 1. Your Records: Balance Forward – Beginning of Month _____
- 2. Add: Deposits and Interest Earned _____
- 3. Less: Checks 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: Checks outstanding (List in 9 below) _____
- 8. Equals: Adjusted Bank Balance _____

9. **Outstanding Checks:**

Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
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Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____
Check # _____	Amount _____	Check # _____	Amount _____

Total Outstanding Checks _____ (Transfer total to Step 7 above)