BANK RECONCILIATION

Account: _____ Statement date: _____ Prepared by: _____ Date: _____

Balance per bank statement: _____

Add: deposits in transit (in your books, not yet on the statement)

Date	Description	Amount
	Total	

Less: outstanding checks and payments (in your books, not yet on the statement)

Date	Description	Amount
	Total	

Adjusted bank balance: _____

Balance per your books: _____ Add interest/deposits not yet in books: _____ Less bank fees not yet in books: _____

Adjusted book balance: _____ Difference (should be 0.00): _____

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