



BANK RECONCILIATION

Month of _____

1 Account balance from Bank Statement _____

2 Outstanding Checks

Check #	Amount	Check #	Amount

Subtract total outstanding checks _____

3 Deposits not on the Bank Statement

Date	Amount

Add total outstanding deposits _____

4 Balance (1 – 2 + 3) _____

5 Balance in checkbook
(balances should be the same) _____

Difference (should be zero) _____