

BANK RECONCILIATION FORM

Date Completed _____ For Period Ending: _____

By Whom _____ Bank _____

Name of Company _____ GL Account _____

BOOKS:

Beginning Balance: \$ _____

Add Deposits, etc:

_____	GL#	\$	_____
_____	GL#	\$	_____
_____	GL#	\$	_____
_____	GL#	\$	_____

Subtract:

Cash Disbursements:	GL#	\$	_____
Bank Charges:	GL#	\$	_____
Auto Deductions:	GL#	\$	_____
Other: _____	GL#	\$	_____
_____	GL#	\$	_____
_____	GL#	\$	_____
_____	GL#	\$	_____

Ending Book Balance: \$ _____
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BANK:

Ending Bank Balance From Statement: \$ _____

Add:

Deposits-in-Transit:	\$	_____
NSF Checks:#	\$	_____
#	\$	_____
#	\$	_____

Subtract:

Outstanding Checks #	\$	_____
(From calculator tape)		
Other: _____	\$	_____

Reconciled Ending Balance: \$ _____
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