

**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 \_\_\_\_\_

9. **Outstanding 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 _____
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 _____
Cheque # _____	Amount _____	Cheque # _____	Amount _____

Total Outstanding Cheques \_\_\_\_\_ (Transfer total to Step 7 above)