USW LOCAL

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
5. 6.	Ending Bank Balance Shown on Statement Add: Deposits not yet credited on bank statement
6.	Add: Deposits not yet credited on bank statement

9. **Oustanding Cheques:**

Cheque #	Amount	Cheque #	Amount
Cheque #	Amount	Cheque #	Amount
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Total Oustanding Cheques _____ (Transfer total to Step 7 above)