

**Company Inc.
Bank Reconciliation**

Balance Per Bank Statement				\$	_____
Add: Deposits in Transit	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	-
NSF Checks	Bt. Fwd.	R/D (_____)			_____
Current	_____	_____			_____
Less: Regular Checks:			Payroll Checks:		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
Total Outstanding Checks					-
Balance Per Books	_____			\$	_____

Book Reconciliation

Balance Per Books	_____	\$	_____
Add: Deposits - Income			
	Trucks Cash & Checks	_____	
	Counter Cash & Checks	_____	
	MC/Visa/Discover	_____	
	Debit	_____	
	Other Deposits	_____	-
Less: Checks issued - Regular	_____		
Checks issued - Payroll	_____		
Federal Tax Deposits (FTD)	_____	-	
Wells Fargo Analysis Charge	_____		
Credit Card Discounts	_____		
Other Charges	_____	-	-
Balance Per Books	_____	\$	_____