

# BANK RECONCILIATION WORK SHEET

Date:

Closing balance shown on bank statement: \$ -

Add deposit not credited:

	-	
	-	
Total deposit not credited:	-	\$ -

Subtotal: \$ -

Subtract outstanding checks:

	No.	-	
	No.	-	
	No.	-	
Total outstanding checks:	No.	-	\$ -

Adjusted balance per bank statement: \$ -

Balance shown in checkbook:

	-	
Add.	-	
Add.	-	\$ -

Subtract bank service charge: \$ -

Adjusted checkbook balance: \$ -