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BANK RECONCILIATION

ACCOUNT HOLDER	BANK AND ACCOUNT (LAST 4)	STATEMENT PERIOD	STATEMENT DATE

1. Outstanding checks and withdrawals

Check #	Date	Payee	Amount
Total			

2. Deposits in transit

Date	Description	Amount
Total		

3. On the statement, not in your register

Date	Fee (-), interest (+), other	Amount
Net		

4. Bank side

Ending balance on statement	Plus deposits in transit (2)	Less outstanding (1)	Adjusted bank balance

5. Register side

Balance in your register	Plus or minus items (3)	Adjusted register balance	Difference (should be 0.00)

- ❑ Cleared items ticked in the register
- ❑ Matching lines ticked on the statement
- ❑ Fees and interest added to the register
- ❑ Checks out over 60 days followed up

IF THE DIFFERENCE IS NOT ZERO: WHAT YOU FOUND AND FIXED

Reconciled by

Date