BANK RECONCILIATION FORM: Month/Yr_____

General Ledger Balance* $ _____	Bank Statement Balance* $ _____
Add Debits*:	Add Deposits in Transit:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total $ _____ →$ + _____	Total $ _____ →$ + _____
New Total: $ _____	New Total: $ _____
Less Credits*: _____	Less Outstanding Checks:
_____	Total from list below: $ _____ →$ - _____
_____	
_____	
_____	
_____	
Total $ _____ →$ - _____	
BANK BALANCE per G/L= $	BANK BALANCE per Reconcil't'n = $

**General Ledger Balance: From Prior Month Bank Reconcilliation Form Balance*

**Debits: Deposits from Accounts Receivable program or Bank Statement, Voided checks, Electronic Transfers into acct*

**Credits: Total of checks written (Check Register or Accounts Payable program), Bank Fees, Elect. Transfers out of account*

**Bank Statement Balance (end of month)*

OUTSTANDING CHECKS: *Remember to write in the checks from last month that are still outstanding*

Check #	Amount	Check #	Amount	Check #	Amount
				TOTAL $	

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