

ACTIVITY/LOCATION	BANK RECONCILIATION WORKSHEET For use of this form, see DoD 7000.14-R, Volume 13; the proponent agency is USAFAC	MONTH/YEAR
SECTION I - BOOK RECONCILIATION		AMOUNT
(a) US Cash Account (GLAC 101)		\$
(b) Compensating Balance Local Bank (GLAC 110)		
(c) Interest Paid for the Quarter (GLAC 133)		
(d) Fixed Assets Sinking Fund (GLAC 187)		
(e) Deposits on Statements Not on Books		
(f) Bank Adjustments Not on Books (from Section V)		
Adjusted Book Balance		\$
(a) + (b) + (c) + (d) + (e) + or - (f) = Adjusted Book Balance		
SECTION II - LOCAL BANK RECONCILIATION		
(a) Ending Balance as Reflected on Local Bank Statement		\$
(b) Deposits In Transit (on books, not on statement)		
(c) Depository Transfers (funds deposited at the central bank, not withdrawn from local bank)		
(d) Depository Transfers (on transfer report, not on central bank statement) *		
Adjusted Local Bank Balance		\$
(a) + (b) - (c) - (d) = Adjusted Local Bank Balance		
SECTION III - CENTRAL BANK RECONCILIATION		
(a) Ending Balance as Reflected on Central Bank Statement		\$
(b) Depository Transfers (on transfer report, not on central bank statement) *		
(c) Outstanding Checks (on books, not on statement) (from Section VI)		
Adjusted Central Bank Balance		\$
(a) + (b) - (c) = Adjusted Central Bank Balance		
SECTION IV - RECONCILIATION (Section I = Section II + Section III)		
Adjusted Local Bank Balance		\$
Adjusted Central Bank Balance		
Adjusted Book Balance \$ _____ =		\$
* Amounts reported on these lines must agree.		
DATE PREPARED	PREPARED BY	VERIFIED BY

SECTION V - BANK ADJUSTMENTS NOT ON BOOKS

		AMOUNT	
(a) Bank Service Charges		\$	
(b) Returned Items Not on Books			
(c) Interest Difference Between Actual and Accrued			
(d) Other (Explain in Remarks)			
Total (Enter on line (f) of Section I)		\$	

SECTION VI - OUTSTANDING CHECKS

A. CHECK NO.	B. DATE	C. AMOUNT	D. CHECK NO.	E. DATE	F. AMOUNT
		\$			\$
TOTAL		\$	TOTAL		\$
Total C + F (Enter on line (c) of Section III)					\$

REMARKS