

BANK RECONCILIATION STATEMENT

School: _____ District _____ Region: _____

BANK STATEMENT PERIOD ENDING: _____ to _____ 20____

A - Balance Shown on Bank Statement as of _____
 Date

A - \$ _____

B - Deposit(s) Not Shown in the Bank Statement:

| Date | Amount | | Date | Amount |
|------|--------|--|------|--------|
| | | | | |
| | | | | |
| | | | | |

C – Total Deposits Not Shown in the Bank Statement

C - \$ _____

D - Total of Lines **A** and **C**

D - \$ _____

E – Checks Outstanding (not listed in the Bank Statement)

| Check No. | Amount | | Check No. | Amount |
|-----------|--------|--|-----------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

F – Total Outstanding Checks

F - \$ _____

G – Subtract Line **F** from Line **D** (**D** minus **F**)

G - \$ _____

H – Balance in Your Checkbook as of _____

H - \$ _____

IMPORTANT: Line **H** and **G** must be the same amount. If they are not, refer to directions for the Bank Reconciliation.

Principal's Signature _____

Treasurer's Signature _____

Date: _____