

COMPLETED BANK RECONCILIATION FORM

STATE BANK OF CALIFORNIA BANK STATEMENT FOR

John E./Mary K. Checkwriter
123 Our Street
Redding, CA 96001

Statement Date: July 30, 200X
Account Number: 9876-54321-0

Beginning Balance:		
\$ 27.42		
Ending Balance:		
\$380.50		
Deposits and other credits	Checks and other debits	Service Charge
No: 1	No: 4	\$6.00 charge
\$800.00	\$440.92	

CHECKING ACCOUNT ACTIVITY

Type	Date	Amount	Type	Date	Amount
Deposit	7/20/xx	\$800.00	ACH 478	7/29/xx	\$128.50
ATM	7/28/xx	\$ 25.00	477	7/30/xx	\$250.00
476	7/30/xx	\$ 37.42			

Reconciliation Form (on back of bank statement)

Outstanding Checks

Number	Amount
<u>ATM</u>	<u>\$60.00</u>
<u>479</u>	<u>\$200.00</u>
<u> </u>	<u> </u>
Total:	<u>\$260.00</u>

Checkbook Reconciliation

Ending bank statement balance:	<u>\$380.50</u>
Add Recent Deposits	<u> </u>
	<u> </u>
	<u> </u>
Subtotal:	<u>\$380.50</u>
Subtract Outstanding Checks	<u>\$260.00</u>
Balance: (should match check register balance)	<u>\$120.50</u>