



Monthly Bank Statement Reconciliation Form

This form should be used each month to compare your bank statement ending balance and your checkbook register to make sure they are balanced or equal each month.

NOTE: Attach the bank statement to this form and file in treasurer book.

Date of Bank Statement: _____

Outstanding Deposits

Record all deposits that are recorded in your checkbook ledger but are not on this bank statement.

Date	Amount
Total Outstanding Deposits	\$ _____ -

Total A _____

Steps to Reconcile/Balance Account

1) Ending balance from your checkbook ledger		
2) Subtract total outstanding deposits (A)	-	\$ -
3) Add total outstanding checks (B)		\$0.00
4) Subtract bank fees	-	
5) Add interest earned	+	
6) Adjusted balance (should equal bank statement ending balance).	=	\$ -

Outstanding Checks

Record all checks that are recorded in your checkbook ledger but are not on the bankstatement and have not previously cleared the bank.

Check #	Written To:	Amount
Total Outstanding Checks		\$ _____ -

Total B _____

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.