

BANK RECONCILIATION FORM

_____ JUDICIAL CIRCUIT
_____ BANK
_____ ACCOUNT NUMBER
_____ MONTH / YEAR

Ending Bank Balance (A) \$ _____

Deposits in Transit

Batch # _____	(B)	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Total Deposits in Transit (C) \$ _____

Adjusted Bank Balance

(D) \$ _____
\$ _____

Deposits Pending Transfer

Batch # _____	(E)	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Total Pending Transfer (F) \$ _____

Adjustments

Batch # _____	(G)	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

Total Adjustments (H) \$ _____

Adjusted Balance (I) \$ _____
\$ _____

All Adjustments MUST be accompanied by an explanation.

Prepared By: _____ Date: ____/____/____

Approved By: _____ Date: ____/____/____