

# Bank Reconciliation Schedule

As of: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Balance per Bank Statement	_____
Add: Deposits in Transit	_____
Add: Other Reconciling Additions	_____
Less: Outstanding Checks	_____
Less: Other Reconciling Deductions	_____
<b>Adjusted Bank Balance</b>	_____

Balance per Books (Ledger)	_____
Add: Collections by Bank Not Yet Recorded	_____
Add: Other Reconciling Additions	_____
Less: Bank Charges/Service Fees	_____
Less: NSF/Returned Checks	_____
Less: Other Reconciling Deductions	_____
<b>Adjusted Book Balance</b>	_____

Prepared By

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Reviewed By

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Approved By

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