

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	_____
Adjusted Bank Balance	_____

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	_____
Adjusted Book Balance	_____

Prepared By

Reviewed By

Approved By
