

Bank Reconciliation Worksheet

Company Name

Enter company name

Reconciliation Date

Bank Statement Balance

Enter bank statement ending balance

Add: Deposits in Transit

Date	Description	Amount
Total Deposits in Transit		

Less: Outstanding Checks

Date	Check No.	Amount
Total Outstanding Checks		

Adjusted Bank Balance

Formula: Bank Statement + Deposits in Transit - Outstanding Checks

Book (General Ledger) Balance

Enter book balance

Add: Bank Collections, Interest, etc.

Date	Description	Amount
Total Additions		

Less: Bank Charges, NSF Checks, Errors, etc.

Date	Description	Amount
Total Deductions		

Adjusted Book Balance

Formula: Book Balance + Additions - Deductions

Notes

Enter reconciliation notes or remarks