

Bank Reconciliation Worksheet

Business Name:

Statement Date:

Account Number:

Bank Statement Balance

Description	Amount
Ending balance per bank statement	
+ Deposits in transit	
- Outstanding checks	
± Other adjustments	

Adjusted Bank Balance

Book Balance (General Ledger)

Description	Amount
Ending balance per books	
+ Interest earned	
+ Other credits	
- Bank service charges	
- NSF (bounced) checks	
± Other adjustments	

Adjusted Book Balance

Reconciling Items - Details (Optional)

Notes / Explanation: