

Bank Reconciliation Worksheet

Name of School: _____

ASB Bank Reconciliation Worksheet

Name of Bank: _____

Account Number: _____

For the Month of: _____

A. Ending Balance
per Bank Statement _____

G. Balance per
Accounting Records: _____

B. Plus Deposits in Transit:

H. Plus Interest: _____

I. Plus Adjustments:

C. Total Deposits in Transit: _____

J. Total Adjustments: _____

D. Less Outstanding Checks:

K. Bank Charges:

| Date | Check # | Amount |
|-------|---------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

L. Total Bank Charges: _____

E. Total Outstanding Checks: _____

F. Ending Balance (A + C - E): _____ M. Ending Balance (G + H + J + L): _____

Reconciliation prepared by: _____
(Name, Title, Date)

Reconciliation Reviewed by: _____
(Name, Title, Date)

Review by ASB: _____
(Name, Title, Date)

Review by District Business Office: _____
(Name, Title, Date)