

Form:

Bank Reconciliation Worksheet

Description:

Worksheet to reconcile bank statement with outstanding checks and bank charges

Bank Reconciliation Worksheet

Date _____

Closing balance shown on bank statement

Add deposits not credited:

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TOTAL DEPOSITS NOT CREDITED

Subtotal

Subtract outstanding checks:

No.

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TOTAL OUTSTANDING CHECKS

Adjusted balance per bank statement

Balance shown in checkbook

Add:

(Needed Adjustments, if any)

Subtract: Bank service charge

Adjusted checkbook balance