

BANK RECONCILIATION FORM

Congregation's name

For the month of _____

Name of bank

Bank Account Number _____

General Ledger

Account Number _____

Outstanding Checks

Ending bank balance \$ _____

(From bank statement)

Add deposits in transit:

(Not listed on bank statement)

Check No.	Date	Amount
		\$
Total		\$

[illegible]

Total deposit(s) in transit _____

Total _____

Less: outstanding checks _____

Balance per bank

Balance per checkbook _____

(Adjusted balance per bank and balance per

checkbook must agree.)

Completed by: _____

Signed

Title

Date _____