

Bank Reconciliation Statement

Date:		
Closing Balance Shown on Bank Statement		\$
Add deposits not credited		
	\$	
	\$	
	\$	
	\$	
TOTAL DEPOSITS NOT CREDITED		\$
SUBTOTAL		\$

Subtract Outstanding Checks	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OUTSTANDING CHECKS	\$

Adjusted Balance Per Bank Statement	\$
Balance Shown in Checkbook	\$
Add: Any amounts recorded that were less than the checkbook shows.	\$
Subtract: Any amounts not recorded such as service charges and amounts recorded for more than the checkbook shows.	\$
ADJUSTED CHECKBOOK BALANCE	\$