

Bank Reconciliation

PTA Unit _____

Date of Bank Statement _____

ENDING STATEMENT BALANCE:

\$ _____

ADD DEPOSITS IN TRANSIT (if any), not yet showing on bank statement:

Date	Amount
TOTAL	

Subtotal \$ _____

ENDING CHECKBOOK BALANCE:

\$ _____

ADD interest received and other credits not yet recorded in checkbook:

Date	Amount
TOTAL	

Subtotal \$ _____

SUBTRACT OUTSTANDING CHECKS
(those not yet showing on bank statement):

Date	Check #	Amount
TOTAL		

BALANCE \$ _____

SUBTRACT service charges and other debits not yet recorded in checkbook:

Date	Amount
TOTAL	

BALANCE \$ _____

← These two balances should be the same. →

Reconciliation prepared by: _____

Reconciliation reviewed by: _____

NOTE: Be sure to record any amounts for interest received, service charges, etc. in your checkbook.
This bank reconciliation should be retained with the bank statement.