

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)