

# BANK RECONCILIATION

School Name: \_\_\_\_\_

For the Period Ending: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Last balance shown on your bank statement:

(A)

From your accounting records, list all deposits or credits which do not appear on this statement and have not been marked off:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total

(B)

Subtotal (A)+(B) =

(C)

From your accounting records, list all withdrawals/cheques/debits which do not appear on this bank statement and have not been marked off:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total

(D)

Final Total (C)-(D) =

(E)

The balance (E) should agree with your account records (F).

Balance in Accounting Records: (F)

Prepared by: \_\_\_\_\_

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Date \_\_\_\_\_