Bank Reconciliation

PTA Unit _____

Date of Bank Statement _____

ENDING STATEMENT BALANCE:	ENDING CHECKBOOK BALANCE:
$ _____	$ _____

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

Date	Amount
TOTAL	

Subtotal $ _____

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):
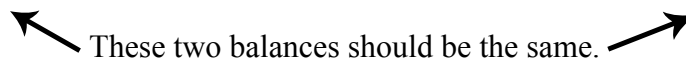
Date	Check #	Amount
TOTAL		

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

Date	Amount
TOTAL	

BALANCE $ _____	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.