Revised 5-1-03

BANK ACCOUNT RECONCILIATION

CLIENT ______________________________ **Month** ____________ **Year** ________

Balance per Clients' Stubs		Balance per Bank Statement	
Less Next Month's Deposits		Add: Deposits in Transit	
Total		Total	
Plus: Deposits Not Shown			
on Client's Stubs		Less: Outstanding Checks	
Adjusted Check Stub Balance			
Correct Bank Balance		BALANCE PER LEDGER	

ADD TO OR SUBTRACT FROM
YOUR CHECK STUB BALANCE ____________

OUTSTANDING CHECKS

Number	Amount	Number	Amount	Number	Amount	Number	Amount

Balance Beginning Of Period	
Plus: Deposits	
Less: Checks Written	
Less: Bank Debits	
BALANCE END OF PERIOD	
Last Stub No. Used In Reconciliation	

EXCEL: FORMS VARIOUS