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