BANK RECONCILIATION

Name of	Client				Month of		
Bank			Account			Prepared by	
General I	edger hala	nce			Balance bank stater	ment as of	
General ledger balance Add debits:					Add deposits in transit:		
ridd debies.					Add deposits in train		
Total debits					Total DIT		
TOTAL					TOTAL		
Less Credits:					Less outstanding checks:		
					(See list below)		
Total credits					Total		
BANK BALANCE PER GENERAL LEDGER					BANK BAL. PER RECONCILIATION		

CHECKS OUTSTANDING

Check Number	Amount	Check Number	Amount	Check Number	Amount