

2018-2019 Bank Reconciliation Form

(Name of Local Association)

Bank Reconciliation

As of _____, 20__

| | | | |
|--|---------------|---|---------------|
| Bank Statement Balance | \$ _____ (1) | Checkbook Balance | \$ _____ (2) |
| Plus Deposits in Transit: | | Plus Additions/Corrections: | |
| <u>Date</u> | <u>Amount</u> | <u>Description</u> | <u>Amount</u> |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| Sub-Total Deposits | \$ _____ (3) | Sub-Total Additions | \$ _____ (4) |
| Total-Bank Balance plus Deposits (Lines 1 + 3) | \$ _____ | Total-Checkbook plus Additions (Lines 2 + 4) | \$ _____ |
| Less Outstanding Checks: | | Less Service Charges & Corrections: | |
| <u>Number</u> | <u>Amount</u> | <u>Description</u> | <u>Amount</u> |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| | \$ _____ | | \$ _____ |
| Sub-Total Outstanding Checks | \$ _____ (5) | Sub-Total Deductions | \$ _____ (6) |
| Adjusted Bank Statement Balance (Lines 1 + 3 - 5) | \$ _____ | Adjusted Checkbook Balance (Lines 2 + 4 - 6) | \$ _____ |

(These Amounts Must Agree)