

Bank Reconciliation

For the month ending:

Bank Balance shown on Statement:

\$

Add:

Deposits not shown on this statement (if any):

Total (+) \$

Subtract:

Checks & other items outstanding but not paid on this statement (if any):

Total (-) \$

Balance :

\$

Transaction Register Balance:

\$

Add:

Other credits shown on this statement but not in transaction register (if any):

Total (+) \$

Subtract:

Other debits shown on this statement but not in transaction register (if any):

Total (-) \$

Balance :

\$

↑ These balances should agree. ↑

Prepared by

PTA Treasurer

Reviewed by:

Printed Name: