**BANK RECONCILIATION**

**ENDING** Balance per the Bank Statement

(Make sure it is the ending not the beginning balance.)

**ADD:** Deposits in Transit

(This would be any deposit that per the date on the deposit slip is on or before the ending date of the bank statement but does not appear on the bank statement.)

**SUBTRACT**: Outstanding Checks Total per attached list(These would be checks per the Treasurer's records dated on or before the ending date of the bank statement that have not been cashed per the listing of checks deducted on the bank statement. Include any checks outstanding on the last bank reconciliation that were not in the listing of checks cashed per the listing this month; therefore still outstanding.)

**THIS IS THE UPDATED "REAL" ENDING BALANCE OF THE CHECKING ACCOUNT**

**SUBTRACT:** Anything added on the bank statement that is not in the treasurer's recordssuch as interest earned (The Treasurer needs to make this adjustment to his or her records.)

**ADD:** Anything deducted on the bank statement not in the Treasurer's records

such as bank fees or checks that have bounced (The Treasurer needs to make this adjustment to his or her records.)

**THIS BALANCE SHOULD EQUAL THE ENDING BALANCE OF CASH**

**PER THE TREASURER'S RECORDS**

(If you do not get the Treasurer's balance you need to investigate until you find the difference.)

**LISTING OF OUTSTANDING CHECKS**

Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL OF OUTSTANDING CHECKS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

