Bank Reconciliation Worksheet

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASB Bank Reconciliation Worksheet**

 Name of Bank:

Account Number:

For the Month of:

A. Ending Balance G. Balance per

per Bank Statement Accounting Records:

B. Plus Deposits in Transit: H. Plus Interest:

I. Plus Adjustments:

 C. Total Deposits in Transit: J. Total Adjustments:

D. Less Outstanding Checks: K. Bank Charges:

Date Check # Amount

L. Total Bank Charges:

E. Total Outstanding Checks:

F. Ending Balance (A + C – E): M. Ending Balance (G + H + J + L):

Reconciliation prepared by:

(Name, Title, Date)

Reconciliation Reviewed by:

(Name, Title, Date)

Review by ASB:

(Name, Title, Date)

Review by District Business Office:

(Name, Title, Date)