

Bank Statement - Monthly Reconciliation Summary

Your Company Name: _____

Checking Account: _____

For the Period Ended: _____

BALANCE PER THE BANK

BALANCE PER THE BOOKS

Balance Per Bank	\$ -	Beginning Balance Per Books
+ Deposits in Transit	\$ -	+ Deposits & Other Debits
- Outstanding Checks	-	- Checks & Other Credits
Ending Balance - reconciled	<u>\$ -</u>	Ending Balance

Deposits in Transit

Deposit Date

Deposit Date

Total Deposits in Transit \$ -

Outstanding Checks

Check #

Check #

Check #

Check #

Check #

Check #

Total Outstanding Checks \$ -

\$ -

\$ -

\$ -

\$ -
