

BANK RECONCILIATION

PTA/PTSA _____

Date of bank statement _____.

ENDING STATEMENT BALANCE:

\$ _____

ADD DEPOSITS IN TRANSIT (if any),
Not yet showing on bank statement:

Date	Amount
TOTAL	

Subtotal \$ _____

SUBTRACT OUTSTANDING CHECKS
(those not yet showing on bank statement):

Date	Check	Amount
TOTAL		

BALANCE \$ _____

ENDING CHECKBOOK BALANCE:

\$ _____

ADD interest received and other credits
not yet recorded in checkbook:

Date	Amount
TOTAL	

Subtotal \$ _____

SUBTRACT service charges and other debits
not yet recorded in checkbook:

Date	Amount
TOTAL	

BALANCE \$ _____

These two balances should be the same.

Reconciliation prepared by: _____

Reconciliation reviewed by: _____

Note: Be sure to record any amounts for interest received, service charges, etc. in your checkbook.
This "Bank Reconciliation" should be retained with the bank statement.