Bank Reconciliation Worksheet

Statement Date:					
 Record any bank fees and Record any interest earne Determine any discrepan and treasurer report. 	ed and/or automati	ic deposits in	the checkb	ook register and treasur	er report.
List of uncleared checks (che posted on the statement) (in			_	ister but not yet cashed	by bank; i.e, not
		•		TOTAL	
List of uncleared deposits (deposits made to the bank not posted on the statement):					
				TOTAL	
Statement Ending Balance					
+ Total of uncleared deposits (Add total of uncleared deposit				listed above)	
Subtotal					
- Total of uncleared checks			(Subtrac	ct total of uncleared che	cks listed above)
Reconciliation Balance					
Checkbook Register/			(Recond	iliation balance should b	e equal to the
Treasurer Report Balance			checkbo	ook register/treasurer re	port balance)
Signature	iture Date				
Reviewed by			Date		