USW LOCAL _____

BANK RECONCILEMENT

For the period ending _____

Books

1. Your Records: Balance Forward – Beginning of Month _____
2. Add: Deposits and Interest Earned _____
3. Less: Cheques and Bank Service Charges _____
4. Equals: Ending Cash Balance – End of Month _____

Bank

5. Ending Bank Balance Shown on Statement _____
6. Add: Deposits not yet credited on bank statement _____
7. Less: Cheques outstanding (List in 9 below) _____
8. Equals: Adjusted Bank Balance _____

(This should be the same figure as #4 above)

9. **Oustanding Cheques:**

Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
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Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____
Cheque #	_____	Amount	_____	Cheque #	_____	Amount	_____

Total Oustanding Cheques _____ (Transfer total to Step 7 above)