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. Outstanding Cheques:

   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
   Cheque #   Amount   Cheque #   Amount
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   Total Outstanding Cheques (Transfer total to Step 7 above)