

## BANK ACCOUNT RECONCILIATION EXAMPLE

Depository accounts should be reconciled with book balances monthly.

**EXAMPLE OF RECONCILIATION:**

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart below, list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

- **ENTER**

A. The **NEW** Balance shown on your statement..... \$ \_\_\_\_\_

- **ADD**

B. Any Deposits listed in your register which are not shown on your statement.

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

B. Total..... \$ \_\_\_\_\_

- **SUBTRACT**

C. The total outstanding checks and withdrawals from the chart below..... - \$ \_\_\_\_\_

- **CALCULATE THE ENDING BALANCE (A+ B – C)**

This amount should be the same as the current balance shown in your check register.....\$ \_\_\_\_\_

<i>ITEMS OUTSTANDING</i>		<i>ITEMS OUTSTANDING</i>	
<i>NUMBER</i>	<i>AMOUNT</i>	<i>NUMBER</i>	<i>AMOUNT</i>
		<i>TOTAL</i>	\$

(ENTER TOTAL IN C.)