

# Monthly Bank Reconciliation

Bank Statement Date: \_\_\_\_\_

Ending Balance from Bank Statement: \_\_\_\_\_

Add Deposits in Transit:

Deposit Date	Amount	Deposit Date	Amount

**Total Deposits in Transit** \_\_\_\_\_

**Subtotal** *(Ending balance from Bank Statement + Total Deposits in Transit)* \_\_\_\_\_

Subtract Outstanding Checks:

Check Number	Amount	Check Number	Amount

**Total Outstanding Checks** \_\_\_\_\_

**Computed Book Balance** *(Subtotal minus Total Outstanding Checks)* \_\_\_\_\_

Balance per Your Books \_\_\_\_\_

**Difference** *(Computed Book Balance minus Balance per Your Books)* \_\_\_\_\_