Bank Reconciliation

# PTA Unit Date of Bank Statement

**ENDING STATEMENT BALANCE:**

**$ ADD DEPOSITS IN TRANSIT** (if any), not

yet showing on bank statement:

Date Amount

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

# Subtotal $

**ENDING CHECKBOOK BALANCE:**

# $

**ADD** interest received and other credits not yet recorded in checkbook:

Date Amount

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

# Subtotal $

**SUBTRACT OUTSTANDING CHECKS** (those

not yet showing on bank statement):

Date Check # Amount

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

# BALANCE $

**SUBTRACT** service charges and other debits not yet recorded in checkbook:

Date Amount

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

# BALANCE $

These two balances should be the same.

Reconciliation prepared by: Reconciliation reviewed by:

NOTE: Be sure to record any amounts for interest received, service charges, etc. in your checkbook.

This bank reconciliation should be retained with the bank statement.

Masters - Board Files > Treasurer > General Forms > Bank Reconciliation Form.indd