|  |  |  |
| --- | --- | --- |
| ACTIVITY/LOCATION | **BANK RECONCILIATION WORKSHEET**For use of this form, see DoD 7000.14-R, Volume 13; the proponent agency is USAFAC | MONTH/YEAR |
| **SECTION I - BOOK RECONCILIATION** | **AMOUNT** |
| (a) US Cash Account (GLAC 101) ...................................................................................(b) Compensating Balance Local Bank (GLAC 110) ............................................................(c) Interest Paid for the Quarter (GLAC 133) ....................................................................(d) Fixed Assets Sinking Fund (GLAC 187) .......................................................................(e) Deposits on Statements Not on Books ........................................................................(f) Bank Adjustments Not on Books (from Section V) ........................................................Adjusted Book Balance .............................................................................................. | $ |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| $ |  |
| (a) + (b) + (c) + (d) + (e) + or - (f) = Adjusted Book Balance |
| **SECTION II - LOCAL BANK RECONCILIATION** |
| (a) Ending Balance as Reflected on Local Bank Statement ..................................................(b) Deposits In Transit (on books, not on statement) ..........................................................1. Depositary Transfers (funds deposited at the central bank, ............................................

not withdrawn from local bank1. Depositary Transfers (on transfer report, not on central bank statement) \* ......................

Adjusted Local Bank Balance ..................................................................................... | $ |  |
|  |  |
|  |  |
|  |  |
| $ |  |
| (a) + (b) - (c) - (d) = Adjusted Local Bank Balance |
| **SECTION III - CENTRAL BANK RECONCILIATION** |
| 1. Ending Balance as Reflected on Central Bank Statement ...............................................
2. Depositary Transfers (on transfer report, not on central bank statement) \* .....................
3. Outstanding Checks (on books, not on statement) (from Section VI) ...............................

Adjusted Central Bank Balance ................................................................................... | $ |  |
|  |  |
|  |  |
| $ |  |
| (a) + (b) - (c) = Adjusted Central Bank Balance |
| **SECTION IV - RECONCILIATION (Section I = Section II + Section III)** |
| Adjusted Local Bank Balance .........................Adjusted Central Bank Balance ......................Adjusted Book Balance ................................. $ = | $ |  |
|  |  |
| $ |  |
| \* Amounts reported on these lines must agree. |
| DATE PREPARED | PREPARED BY | VERIFIED BY |

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| --- |
| **SECTION V - BANK ADJUSTMENTS NOT ON BOOKS** |
| (a) Bank Service Charges ................................................................................................(b) Returned Items Not on Books .....................................................................................(c) Interest Difference Between Actual and Accrued ..........................................................(d) Other (Explain in Remarks) .........................................................................................Total (Enter on line (f) of Section I) ............................................................................. | **AMOUNT** |
| $ |  |
|  |  |
|  |  |
|  |  |
| $ |  |
| **SECTION VI - OUTSTANDING CHECKS** |
| **A. CHECK NO.** | **B. DATE** | **C. AMOUNT** | **D. CHECK NO.** | **E. DATE** | **F. AMOUNT** |
|  |  | $ |  |  |  | $ |  |
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|  |  |  |  |  |  |  |  |
| TOTAL | $ |  | TOTAL | $ |  |
| Total C + F (Enter on line (c) of Section III) |  | $ |  |
| REMARKS |

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