|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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   not withdrawn from local bank   1. 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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