

**Bank statement reconciliation form**

Minnesota Campaign Finance and Public Disclosure Board

A committee’s bank balance should match the balance in its records after all outstanding deposits and checks have been accounted for. This worksheet will help you with this reconciliation. If the adjusted bank balance does not match the balance in the committee’s records, the treasurer must search the committee records to find the reason for the difference.

Bank balance at end of the month

Add deposits that have not cleared the bank by end of the month Deposit No. Amount

Total deposits not cleared

Subtotal

(add deposits not cleared to bank balance)

Subtract checks written on the account that have not cleared the bank by end of the month Check No. Amount

Total checks not cleared

Adjusted bank balance

(subtract checks not cleared from subtotal) Ending cash balance from committee records

Difference (should be zero)

(If not zero, search records for reason for difference)

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