BANK RECONCILIATION
Bank - General Ledger - Client Checkbook

Client: _____ Month Of _____ 20 ____

Bank: _____ Prepared By: _____

General Ledger Account Number of Bank: 1002

General Ledger Account Balance				**Balance Per Bank Statement**			
As Of _____ 20 _____			**$**	As Of _____ 20 _____			**$**
Add Debits:				Add Deposits in Transit:			
	$				$		
Total Debits	$			Total In Transit	$		
TOTAL			**$**	TOTAL			**$**
Less Credits:				Less Checks Outstanding:			
	$				$		
Total Credits	$			Total Credits	$		
Bank Balance Per General Ledger			**$**	**Bank Balance Per Reconciliation**			**$**

CHECKS OUTSTANDING

Number	Amount	Number	Amount
		TOTAL	

BANK TO CLIENT CHECKBOOK RECONCILIATION

Bank Balance - Per Reconciliation		
As Of _____ 20 _____	$	
Client Checkbook Balance		
As Of _____ 20 _____	$	
Client Checkbook Adjustment		
+ Increase < Decrease >	$	
ADJUSTMENT(S):		
	$	
NET ADJUSTMENT(S)	$	

(Must Equal Client Checkbook Adjustment + or < >)

COMMENTS: