

Computer Science Society
Bank Reconciliation

For the Month Ended _____, _____

Balance as per bank statement _____ (get from statement)

Add outstanding Deposits: (money that has yet to be deposited, or has been deposited since statement date)

Date	Chq#	Name	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total _____

Less outstanding cheques: (compare cheque numbers on statements and returned cheques with what is recorded in your ledger)

Date	Chq#	Amount	Date	Chq#	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total _____

Adjusted Bank Balance..... _____

Balance as per General Ledger _____

(this is taken straight from you G/L)

Adjustments: (i.e. bank charges & interest)

Adjust General Ledger _____

(This should match your Adjusted Bank Balance)