

NEW HAVEN UNIFIED SCHOOL DISTRICT

Bank Statement Reconciliation Worksheet

SCHOOL:

MONTH:

BANK STATEMENT RECONCILIATION

LEDGER/REGISTER RECONCILIATION

A. Bank Statement Ending Balance

A. Register Ending Balance:

B. Add Deposits in Transit:

B. Add Bank Adjustments/Credits:

Details as follows:

C. Less Outstanding Checks:

**C. Subtract Bank Charges/
Returned Checks:**

Please enter negative values for checks below!

Please enter negative values for checks below!

Details as follows:

Date	Check#	Amount

Date	Ret.Check #	Amount

List additional checks on next page.....

**BALANCE AFTER ADJUSTMENTS
(A+B-C)**

**BALANCE AFTER ADJUSTMENTS
(A+B-C)**

should correspond to each other

Preparer's Signature

Date

Approved By:

Date

Business Department Use Only:

Received & Verified:

_____ Date: _____

Principal/Administrator

