



**BANK RECONCILIATION
ACTIVITY ACCOUNT**

SCHOOL: _____

BANK: _____

MONTH: _____

BANK BALANCE: _____ LEDGER BALANCE: _____

ADD: Deposits not shown on bank statement

ADD: Bank credits not on ledger

SUBTRACT: Outstanding Checks

SUBTRACT: Bank debits not on ledger

CHECK #	PAYEE	AMOUNT

Total Outstanding Checks: _____

CORRECTED BANK BALANCE: _____ CORRECTED LEDGER BALANCE: _____

PREPARED BY

PRINCIPAL'S SIGNATURE

DATE

DATE