Reconciliation Worksheet - Month _____ Year _____

Outstanding Items		
Number	Amount	
Total:		

Enter
Beginning Bank Balance: $_____

Add
any deposits or transfers listed in the ledger that are not on the bank statement $_____

Total $_____

Calculate the Subtotal $_____

Subtract
the total outstanding checks and withdrawals ($_____)

Calculate the ending balance
This amount should be the same as the current balance in the ledger $_____

Prepared By: _____ Date: _____

Verified By: _____ Date: _____

Arizona Education Association