

NEW HAVEN UNIFIED SCHOOL DISTRICT

Bank Statement Reconciliation Worksheet

SCHOOL:

MONTH:

BANK STATEMENT RECONCILIATION

A. Bank Statement Ending Balance

B. Add Deposits in Transit:

Details as follows:

Date	Amount

C. Less Outstanding Checks:

Please enter negative values for checks below!

Date	Check#	Amount

List additional checks on next page.....

BALANCE AFTER ADJUSTMENTS (A+B-C)

LEDGER/REGISTER RECONCILIATION

A. Register Ending Balance:

B. Add Bank Adjustments/Credits:

Date	Amount

C. Subtract Bank Charges/ Returned Checks:

Please enter negative values for checks below!

Details as follows:

Date	Ret.Check #	Amount

BALANCE AFTER ADJUSTMENTS (A+B-C)

should correspond to each other

Preparer's Signature

Date

Approved By:

Principal/Administrator

Date

Business Department Use Only:

Received & Verified:

_____ Date: _____

