

GIRL GUIDES OF CANADA

_____ District

Bank Reconciliation

For the period ended _____

Ending balance on bank statement

ADD:

Outstanding Deposits
(Deposits recorded in your
books but not shown on bank
statement or bank book)

Deposit Date	Amount
Total outstanding deposits	

Deduct:

Outstanding Cheques
(Cheques recorded on your
books
Which have not yet cleared
the bank)

Cheque #	Amount
Total outstanding cheques:	

Adjusted Bank Balance:

Balance per books:

*difference should be Zero

Difference: