Bank Reconciliation Form (BRF)

(Step 1)

Bank Reconciliation as of Bank Statement Date:

Checks & Charges Outstanding		Checks & Charges Outstanding	
Check # or Charge Date	Amount	Check # or Charge Date	Amount
Subtotal		Subtotal	

(Step 6)

Total Checks & Charges Outstanding ________

Balance Per Bank (Step 2)

(Step 8)

Ending Bank Balance	
Add: Deposits in Transit	
Subtotal	
Less: Checks & Chrgs Outstanding	
Adjusted Bank Balance	

Balance Per Books

(Step 9)

Ending Balance Per Books	
Add Credit Omissions By Bank:	
Less Charge Omissions By Bank:	
Book Balance Reconciled to Bank	

Deposits in Transit

(Step 5)

Date of Deposit	Amount
Total Deposits in Transit	

(Step 3) **Final Check-Ledger Transaction:**

# or DC or EFTor Dep.	Amount

Checks, Charges or Deposits Out of Sequence at Reconciliation Date: ________ (Step 4)