

Name

Notes--->

Period Ending:

Outstanding Checks	
Total:	0
Check #	Amount

Ending Balance Per Bank Statement:	
Plus Outstanding Deposits	
Less Outstanding Checks	0
Bank Balance	0

Balance per Books:	
Less:	
Plus:	
Books Balance	0

Difference: 0

This template computes the math involved in reconciling a bank statement and check book balance.

Create a copy of the template by choosing Save As... from File - so that this template remains unchanged. If you are a System 7 user, you can make this a stationery pad: At the finder level highlight the icon of this template and choose Get Info from File, click to make an X in the Stationery Pad box in the lower left corner of the dialog box. Close the Get Info window and open the template; it opens as an untitled document keeping your original unchanged.

Enter the ending bank balance and checkbook balance in the cells to the right of their titles.

Enter the outstanding checks by number and amount. To enter the checks quickly, select the first two columns and use the Return key to move the active cell to the location for the first check number entry. Type the check number and the Enter key, the check amount and and the enter key. The active cell moves across and down with each Enter making data entry very fast, especially if you are using a number key pad.

Enter any outstanding deposits, service charges, etc.

The template computes the balances and notes any difference in the two ending balances.

Post bank services charges and any discrepancies found in the process of reconciling to the check book balance.

Questions? E-mail FranDa

If you want to keep and use this template, please mail a shareware fee of \$10.00 to:

Fran DaShiell
Macintosh Answers
PO Box 5232
Portland OR 97208-5232