

ABC Seventh-day Adventist Church
Bank Reconciliation Statement
 March 31, 2021

	<u>Amount</u>	<u>Balance</u>
Bank of America - Checking Account #1234567		
Bank Statement Balance at March 31, 2021		XXXXX
<u>Add:</u> Deposit(s) made but not yet posted on bank statement:		
<u>Date of Deposit</u>		
03/28/21	XXX	
03/28/21	XX	
03/28/21	XXXX	
Total deposits in transit		XXXX
<u>Subtract:</u> *Outstanding checks at March 31, 2021:		
<u>Check Date</u> <u>Check Number</u>		
12/10/20 555	XX	
02/20/21 666	XXX	
03/27/21 701	X	
03/28/21 702	XXX	
Total outstanding checks		XXXX
<u>Add or Subtract Corrections:</u>		
**Differences, if any, in the amount deposited or withdrawn should be added or subtracted as necessary to correct the errors	XX XX	
Total corrected amount		XX
***Reconciled Balance at March 31, 2021		XXXXX

*Outstanding checks are checks that the church/school treasurer included in the church's accounting record that did not clear the bank statement at the end of the statement date.

**Sometimes, bank may make some corrections/errors by posting more or less than your deposited funds or issued checks. After consultation with the bank regarding the errors or correction needed, enter here any adjustments necessary.

***This reconciled balance at March 31, 2021 should be the same amount in the church's general ledger balance at March 31, 2021.