

Boosters Bank Reconciliation Form

BOOSTER BANK RECONCILIATION FORM

SCHOOL _____

STATEMENT ENDING DATE _____

Ending balance per bank statement:		\$
Deposits made, but not yet shown on statement:		\$
	Sub-total	\$
	Check Number	Amount
Checks written, but not yet shown on statement:		
	Sub-total	\$
	*BALANCE	\$

Signature of Preparer		
(Must not be person collecting or making deposits)	Booster Treasurer	Date

*Balance must be the same amount that appears on your general ledger and check book resister for the same ending date as the bank statement ending date.

This form is to be completed monthly and put into your binder with your bank statement.
 A copy of both the Bank Statement and this Bank Reconciliation form are to be reported monthly at Booster meetings.