Financial Institution Account Reconciliation Template

### [ ] First Nation

### Financial Institution Account Reconciliation

**Month:** [XXXX, 20XX]

**Financial Institution name:** [\_\_\_\_\_\_\_\_ Bank]

**Financial Institution account name:** [XXXX, XXXXX]

**Financial Institution account #:** [000-0000-000]

**GL #:** [\_\_\_\_\_\_\_\_ Bank]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ending bank balance |  |  | | $ [XXX.XX] |  |
| **ADD:** Deposits in transit |  | $[XXX.XX] | | [XXX.XX] |  |
| **LESS:** Outstanding cheques |  |  | |  |  |
|  | **Cheque #** | **Amount** | |  |  |
|  | [#] | [XXX.XX] | |  |  |
|  | [#] | [XXX.XX] | |  |  |
|  | [#] | [XXX.XX] | |  |  |
| Total outstanding cheques |  | [XXX.XX] | | [XXX.XX] |  |
| Adjusted bank balance |  |  | | $[XXX.XX] |  |
| Ending general ledger (GL) balance |  |  | | $[XXX.XX] |  |
| ADD/LESS: Unrecorded transactions |  |  | |  | Recorded? [✓] |
|  | Monthly bank fee | | [X.XX] | |  |
| Adjusted GL balance |  |  | | $[XXX.XX] |  |
| Difference: |  |  | | [XXX.XX] |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared by: |  | Title: |  | Date: |  |
| Approved by: |  | Title: |  | Date: |  |