#### Sample Financial Institution Account Reconciliation Template

**[♦] First Nation**

**Financial Institution Account Reconciliation**

**Month: xxxx, 20xx**

**Financial Institution name: ABC Bank**

**Financial Institution account name: xxxx, xxxxx**

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

**GL #: 12345**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ending bank balance |  |  | $ xxxx.xx |  |
| ADD: Deposits in transit |  | $xx.xx | xx.xx |  |
| LESS: Outstanding cheques |  |  |  |  |
|  | Cheque No. | Amount |  |  |
|  | ### | xxx.xx |  |  |
|  | ### | xx.xx |  |  |
|  | ### | xxx.xx |  |  |
| Total outstanding cheques |  | xxx.xx | (xxx.xx) |  |
| **Adjusted bank balance** |  |  | $xxxx.xx |  |
|  |  |  |  |  |
| Ending general ledger (GL) balance |  |  | $ xxxx.xx |  |
| ADD/LESS: Unrecorded transactions |  |  |  | Recorded? (✓) |
|  | Monthly bank fee | | (x.xx) |  |
| **Adjusted GL balance** |  |  | $xxxx.xx |  |
| **Difference:** |  |  | x.xx |  |

**Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**