

# GIRL GUIDES OF CANADA

\_\_\_\_\_ District

## Bank Reconciliation

For the period ended \_\_\_\_\_

*Ending balance on bank statement*

**ADD:**

Outstanding Deposits  
(Deposits recorded in your  
books but not shown on bank  
statement or bank book)

Deposit Date	Amount
Total outstanding deposits	

**Deduct:**

Outstanding Cheques  
(Cheques recorded on your  
books  
Which have not yet cleared  
the bank)

Cheque #	Amount
Total outstanding cheques:	

Adjusted Bank Balance:

Balance per books:

\*difference should be Zero

Difference: