



Bank statement reconciliation form

Minnesota Campaign Finance and Public Disclosure Board

A committee's bank balance should match the balance in its records after all outstanding deposits and checks have been accounted for. This worksheet will help you with this reconciliation. If the adjusted bank balance does not match the balance in the committee's records, the treasurer must search the committee records to find the reason for the difference.

Bank balance at end of the month _____

Add deposits that have not cleared the bank by end of the month

Deposit No.	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total deposits not cleared _____

Subtotal _____

(add deposits not cleared to bank balance)

Subtract checks written on the account that have not cleared the bank by end of the month

Check No.	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total checks not cleared _____

Adjusted bank balance _____

(subtract checks not cleared from subtotal)

Ending cash balance from committee records _____

Difference (should be zero) _____

(If not zero, search records for reason for difference)