

# Bank Reconciliation

## Balance per **bank**

**Add**      **Deposits in Transit**  
*(always end of month)*  
*(already **debited** to Cash)*

**Less**      **Outstanding Cheques**  
*(can be a long list!)*  
*(already **credited** to Cash)*

**+/-**      **Bank Errors**  
*(rare)*

**= Reconciled Balance**

## Balance per **books**

**Add**      Items **deposited** to our  
bank account not yet  
recorded in the books  
**(bank credit memo)**

**Less**      Items **withdrawn** from our  
**bank account not yet**  
recorded in the books  
**(bank debit memo)**

**+/-**      **Book Errors**  
*(common)*

**= Reconciled Balance**