CWA MONTHLY BANK RECONCILIATION

CWA

Administrative Unit _____   **Date** _____

Bank Account Number _____   **Submitted By:** _____

SDR Account   **Yes** [   ]   **No** [   ]

To Reconcile Your Account Complete Step 1:

1. **Bank Reconciliation**	**2.** **Advance Reconciliation**
Enter Ending Balance shown on front of your statement: ⟶ $ _____	SDR Account Advance Amount ⟶ $ _____
List deposits recorded in your checkbook register but not shown on your statement:	
_____	
_____	
Total ⟶ $ _____	List deposits other than SDR Account Reimbursements:
Subtotal $ _____	
List Checks and other items deducted on your register but not shown on your statement:	

ITEM DESCRIPTION	AMOUNT	ITEM DESCRIPTION	AMOUNT
	⟶ $ _____		⟶ $ _____
			Total

Subtract Total From Above

Total $ _____

IF THIS TOTAL AGREES WITH YOUR REGISTER YOUR ACCOUNT IS BALANCED. IF NOT **COMPLETE STEP 2**.

Note: these deposits should be listed on an SDR as a credit in order to bring your SDR account into balance.