

# Plain Bank Statement Form for Monthly Reconciliation

Account Name

Account Number

Statement Period

e.g., June 2024

## Bank Statement Balances

Bank Statement Closing Balance

Ledger Balance

## Deposits in Transit

Date	Description / Reference	Amount

## Outstanding Checks

Date	Check Number	Amount

## Other Adjustments

Description	Amount (+ / -)

## Reconciliation Summary

Reconciled Balance

\_\_\_\_\_

Prepared By \_\_\_\_\_

Date

