

Bank Reconciliation Statement

For the month ended: _____

Account Name: _____

Account Number: _____

Bank Name: _____

A. Balance as per Cash Book

Closing balance as per Cash Book	
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Add: Amounts not yet credited by Bank

Description	Amount
Total Additions	

Less: Amounts not yet debited by Bank

Description	Amount
Total Deductions	

Balance as per Pass Book/Bank Statement

Final Reconciled Balance	
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Prepared by:

Name & Signature

Approved by:

Name & Signature