

Bank Reconciliation Statement

Account Name

Enter account name

Account Number

Enter account number

Statement Date

Bank Statement Balance

Add: Deposits in Transit

Date	Description	Amount
<input type="text"/>	<input type="text"/> Description	<input type="text"/>
<input type="text"/>	<input type="text"/> Description	<input type="text"/>
<input type="text"/>	<input type="text"/> Description	<input type="text"/>

Total Deposits in Transit

Less: Outstanding Checks

Date	Description	Amount
<input type="text"/>	<input type="text"/> Description	<input type="text"/>
<input type="text"/>	<input type="text"/> Description	<input type="text"/>
<input type="text"/>	<input type="text"/> Description	<input type="text"/>

Total Outstanding Checks

Add / Less: Bank Errors

Date	Description	Amount (+/-)
<input type="text"/>	<input type="text"/> Description	<input type="text"/>

Total Bank Errors

Adjusted Bank Balance**Book Balance as per Cash Book**

Prepared By

Checked By

Approved By