

# 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
<div></div>	<div>Description</div>	<div></div>
<div></div>	<div>Description</div>	<div></div>
<div></div>	<div>Description</div>	<div></div>
Total Deposits in Transit		

Less: Outstanding Checks

Date	Description	Amount
<div></div>	<div>Description</div>	<div></div>
<div></div>	<div>Description</div>	<div></div>
<div></div>	<div>Description</div>	<div></div>
Total Outstanding Checks		

Add / Less: Bank Errors

Date	Description	Amount (+/-)
<div></div>	<div>Description</div>	<div></div>
Total Bank Errors		

**Adjusted Bank Balance**

**Book Balance as per Cash Book**

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Prepared By

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Checked By

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Approved By