

Bank Reconciliation Statement

Account Name:

Account Number:

Bank Name:

Statement Date:

Particulars		Amount
Balance as per Cash Book		
Add:	Cheques issued but not yet presented	
	Amounts deposited but not yet credited	
Total Additions		
Less:	Bank charges not yet recorded	
	Direct debits not yet recorded	
	Cheques deposited but not yet cleared	
Total Deductions		
Balance as per Pass Book		

Prepared By:

Date:

Note: Please fill in the applicable details before use.