

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	
	Bank charges not yet recorded	
Less:	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.