

# Blank Account Reconciliation Statement

Account Name

Account Number

Reconciliation Date

Particulars	Amount
Balance as per bank statement	
Add: Deposits in transit	
Add: Other credits not yet recorded	
Less: Outstanding checks	
Less: Bank charges / debits not yet recorded	
<b>Adjusted bank balance</b>	
Balance as per books	
Add: Receipts not recorded in bank	
Less: Payments not recorded in bank	
<b>Adjusted book balance</b>	

Prepared by

Signature: \_\_\_\_\_

Verified by

Signature: \_\_\_\_\_

Note: Please fill in all relevant details and attach supporting documents where necessary.