

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	
Adjusted bank balance		
Balance as per books		
	Add: Receipts not recorded in bank	
	Less: Payments not recorded in bank	
Adjusted book balance		

Prepared by

Signature: _____

Verified by

Signature: _____

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