

Bank Account Reconciliation Statement

Bank Name: _____
Account Number: _____
Reconciliation Date: _____

Bank Statement Balance

Closing balance as per bank statement: _____

Add: Deposits in Transit

Date	Description	Amount

Less: Outstanding Cheques

Cheque No.	Date	Amount

Add / Less: Bank Errors (if any)

Description: _____ Amount: _____

Adjusted Bank Balance

Adjusted balance as per bank: _____

Book Balance

Closing balance as per cash book: _____

Add: Credits not yet credited by bank

Description: _____ Amount: _____

Less: Debits not yet debited by bank

Description: _____ Amount: _____

Add / Less: Book Errors (if any)

Description: _____ Amount: _____

Adjusted Book Balance

Adjusted balance as per books: _____

Checked by: _____ Date: _____

