

# Bank Account Reconciliation Statement

Bank Name:

Account Number:

Reconciliation Date:

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## 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: \_\_\_\_\_

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Adjusted Bank Balance

Adjusted balance as per bank: \_\_\_\_\_

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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: \_\_\_\_\_

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Adjusted Book Balance

Adjusted balance as per books: \_\_\_\_\_

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Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

