

MONTHLY CASH FLOW RECONCILIATION STATEMENT

FINANCIAL PERIOD RECORD

COMPANY NAME
STATEMENT PERIOD
BANK ACCOUNT NO.
GENERAL LEDGER CODE

| PART A: CASH BALANCE PER GENERAL LEDGER (BOOKS) | AMOUNT | TOTAL |
|---|--------|-------|
| Beginning Cash Balance (As of first day of period) | | |
| Add: Cash Receipts (Inflows) | | |
| Cash Sales / Customer Collections | | |
| Interest/Dividend Income | | |
| Other Inflows | | |
| Total Cash Receipts | | |
| Less: Cash Disbursements (Outflows) | | |
| Payments to Suppliers / Vendors | | |
| Payroll & Employee Benefits | | |
| Operating Expenses & Taxes | | |
| Loan Repayments / Interest paid | | |
| Other Outflows | | |
| Total Cash Disbursements | | |
| Net Cash Flow for Period | | |
| Ending Cash Balance per Books (GL) | | |

| PART B: BANK STATEMENT RECONCILIATION | AMOUNT | TOTAL |
|--|--------|-------|
| Ending Cash Balance per Bank Statement | | |
| Add: Deposits in Transit (Not yet credited by bank) | | |
| | | |
| Total Deposits in Transit | | |
| Less: Outstanding Checks (Not yet cleared by bank) | | |
| | | |
| Total Outstanding Checks | | |
| Add/Less: Other Bank Adjustments (Fees, Interest, Errors) | | |

| PART B: BANK STATEMENT RECONCILIATION | AMOUNT | TOTAL |
|--|--------|-------|
| Bank Charges / Fees (Less) | | |
| Interest Earned (Add) | | |
| Other Adjustments | | |
| Adjusted Ending Bank Balance | | |
| Unreconciled Difference (Part A Ending vs Part B Adjusted Ending) | | |
| | | |
| | | |
| PREPARED BY (SIGNATURE / DATE) | | |
| APPROVED BY (SIGNATURE / DATE) | | |