

Bank Reconciliation Statement

Company Name: _____	Statement Date: _____
Bank Name: _____	Account Number: _____
Prepared By: _____	G/L Account No: _____

DESCRIPTION	AMOUNT	BALANCE
1. Balance per Bank Statement		
Ending Balance per Bank Statement		
Add: Deposits in Transit (Not credited by bank)		
.....		
.....		
.....		
Less: Outstanding Checks (Issued but not cleared)		
Check No:		
Check No:		
Check No:		
Check No:		
Check No:		
Adjusted Bank Balance		
2. Balance per Books (General Ledger)		
Ending Balance per General Ledger		
Add: Reconciling Receipts (Interest, EFT, etc.)		
.....		
.....		
Less: Reconciling Payments (Bank fees, NSF checks, etc.)		
.....		

DESCRIPTION	AMOUNT	BALANCE
.....		
.....		
Adjusted Book Balance		

Prepared By: _____

Approved By: _____

Date: _____

Date: _____