

BUSINESS CASH FLOW RECONCILIATION STATEMENT

Company: _____

Period
Ending: _____

Prepared
By: _____

Date: _____

DESCRIPTION	AMOUNT (\$)
1. Cash Balance per Books (General Ledger)	
Beginning Cash Balance	
(+) Total Cash Receipts (Inflows)	
(-) Total Cash Disbursements (Outflows)	
Ending Cash Balance per Books	
2. Cash Balance per Bank Statement	
Ending Balance per Bank Statement	
(+) Deposits in Transit (not yet credited by bank)	
(-) Outstanding Checks (not yet cleared by bank)	
Adjusted Bank Balance	
3. Adjustments to Book Balance	
(+) Interest Earned / Bank Credits	
(-) Bank Service Charges / Fees	
(-) NSF Checks / Returned Items	
(+/-) Book Errors / Adjustments	
Adjusted Book Balance	
4. Reconciliation Summary	
Adjusted Bank Balance (from Section 2)	
Adjusted Book Balance (from Section 3)	
Unreconciled Difference	

Prepared By (Signature)

Reviewed By (Signature)

Date Approved