

Monthly Account Balance Reconciliation Report

Entity Name:	Reconciliation Period:
_____	_____
Bank Name:	Preparation Date:
_____	_____
Account Name:	Account Number:
_____	_____
Currency:	GL Account Code:
_____	_____

Description	Amount	Subtotal / Total
1. Balance per Bank Statement		
Ending Balance per Bank Statement (Date: _____)		
Add: Deposits in Transit (not credited by bank)		
Less: Outstanding Checks / Payments		
Adjusted Bank Balance		
2. Balance per General Ledger (Books)		
Ending Balance per General Ledger (Date: _____)		
Add: Credit Memos / Interest Earned / Unrecorded Receipts		
Less: Debit Memos / Bank Fees / Unrecorded Charges		
Adjusted Book Balance		
UNRECONCILED DIFFERENCE (1 MINUS 2)		

Explanatory Notes / Adjustments Required:

Prepared By:

Reviewed & Approved By:

Name:

Title:

Date:

Name:

Title:

Date: