
STATEMENT OF ACCOUNT

Statement Date: _____
Statement No: _____
Period Covered: _____

ACCOUNT HOLDER DETAILS

Client Name: _____

Account ID: _____

Contact Person: _____

Email: _____

Phone: _____

Agreement Ref: _____

TOTAL PREPAYMENTS

TOTAL DEPOSITS HELD

TOTAL APPLIED/REFUNDED

CURRENT NET BALANCE

1. PREPAYMENTS LEDGER (ADVANCE PAYMENTS)

Date	Ref / Invoice No.	Description / Reference	Amount Received	Amount Applied	Remaining Bal.
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Date	Ref / Invoice No.	Description / Reference	Amount Received	Amount Applied	Remaining Bal.
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-----	-----	-----	-----	-----	-----
Total Prepayments			-----	-----	-----

2. SECURITY DEPOSITS LEDGER

Date	Receipt No.	Deposit Purpose / Description	Deposit Secured	Released / Applied	Held Balance
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Total Security Deposits			-----	-----	-----

EXPLANATORY NOTES / RECONCILIATION COMMENTS

Prepared By
Finance Officer / Accountant

Client Acknowledgment
Authorized Representative