

Account Reconciliation Statement

Account Name: _____
Account Number: _____
Statement Date: _____
Prepared By: _____

Bank Statement Balance as per Bank (A)

Description	Amount (â‚¹)
Balance as per Bank Statement	_____
Add: Deposits in Transit	_____
Add: Other Credits not yet credited by Bank	_____
Less: Outstanding Cheques	_____
Less: Bank Charges not yet recorded	_____
Less: Other Debits not yet recorded	_____
Adjusted Balance as per Bank	_____

Balance as per Books (B)

Description	Amount (â‚¹)
Closing Balance as per Ledger	_____
Add: Collections not yet deposited	_____
Add: Interest not yet recorded	_____
Less: Payments not yet presented	_____
Less: Errors in Ledger	_____
Adjusted Balance as per Books	_____

Result of Reconciliation

Adjusted Balance as per Bank	_____
Adjusted Balance as per Books	_____
Difference (if any)	_____

Prepared By

Approved By

Important Notes

- Ensure all outstanding items are clearly identified and appropriate action is taken for resolution.
- Reconcile accounts regularly to detect errors or possible fraud in a timely manner.
- Supporting documents should be attached for all reconciling items.
- The adjusted balances as per bank and books should match; otherwise, investigate the difference.
- This statement serves as an important control tool for financial accuracy and compliance.