

# 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	_____
<b>Adjusted Balance as per Bank</b>	_____

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	_____
<b>Adjusted Balance as per Books</b>	_____

Result of Reconciliation

<b>Adjusted Balance as per Bank</b>	_____
<b>Adjusted Balance as per Books</b>	_____
<b>Difference (if any)</b>	_____

\_\_\_\_\_  
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.