

Automated Ledger Bank Reconciliation Statement

As at 30th June 2024

Company: XYZ Industries Ltd.
Account Name: Operations Account
Account Number: 0001234567
Bank Name: ABC Bank Ltd.

Balance as per Cash Book (Automated Ledger): ₹ 2,50,450.00

Balance as per Bank Statement: ₹ 2,44,700.00

S/N	Particulars	Debit (₹,¹)	Credit (₹,¹)	Remarks
1	Cheques Issued but not yet Presented		18,000.00	Cheque #10290-10292
2	Cheques Deposited but not yet Cleared	10,500.00		Deposit on 28/06/2024
3	Bank Charges not entered in Cash Book		250.00	June bank charges
4	Direct Credits in Bank not in Cash Book	2,000.00		Customer payment (NEFT)
5	Interest Credited by Bank	1,000.00		Interest for June

Reconciled Balance as per Bank Statement (after adjustments): ₹ 2,50,450.00

Prepared by: Anil Mehra, Accounts Dept.

Date: 01 July 2024

Important Notes:

- Ensure all bank and ledger entries are up to date before preparing the reconciliation statement.
- Automated ledger reconciliations help minimize human errors and save considerable time.
- Investigate any unexplained differences immediately to ensure the integrity of financial records.
- Supporting documents (cheque copies, bank advices) should be retained for audit purposes.
- The reconciliation should be prepared regularly – monthly or more frequently as necessary.