

Bank Reconciliation Statement

Bank Name: _____

Account Number: _____

Date: _____

Reconciliation as per Ledger Balance

Description	Amount (â‚¹)
Balance as per Cash Book (Ledger Balance)	_____
Add: Cheques issued but not yet presented	_____
Add: Amounts deposited but not yet credited by bank	_____
Add: Direct credits not entered in cash book	_____
Add: Errors in cash book (if any)	_____
Less: Cheques deposited but not yet cleared	_____
Less: Direct debits not entered in cash book	_____
Less: Bank charges not recorded in cash book	_____
Less: Errors in cash book (if any)	_____
Balance as per Bank Statement	_____

Prepared By: _____

Date: _____

- This statement is prepared to reconcile the account balance as per the ledger (cash book) with the bank statement.
- Ensure all outstanding items are appropriately adjusted for accurate reconciliation.
- Regular preparation helps detect errors, fraud, or unrecorded transactions.
- Retain supporting documents for all reconciling entries.