

Monthly Bank Reconciliation Statement

Bank Name:	ABC Bank Ltd.	Account Number:	1234567890
Account Holder:	XYZ Corporation	Reconciliation Date:	30 June 2024

Reconciliation Statement

Particulars	Amount (USD)
Balance as per Bank Statement	50,000.00
Add: Deposits not yet credited	2,000.00
Less: Cheques issued but not yet presented	(-1,500.00)
Add: Bank Credits not recorded in Ledger	300.00
Less: Bank Charges not recorded in Ledger	(-50.00)
Adjusted Balance as per Cash Book	50,750.00

Notes

- Bank reconciliation statements help detect discrepancies between bank records and company ledgers.
- Regular reconciliation assists in identifying errors, omissions, or frauds at an early stage.
- Ensure all outstanding cheques, deposits, and bank charges are accounted for correctly.
- This document should be reviewed and approved by authorized personnel each month.