

Bank Reconciliation Statement

Account Name: ABC Company
Bank Name: XYZ Bank

Statement Date: 31 March 2024
Account Number: 1234567890

Ledger Entries

Date	Description	Withdrawals	Deposits	Balance
2024-03-01	Opening Balance			10,000
2024-03-06	Cheque #234 Deposited		3,000	13,000
2024-03-10	Payment to Supplier	1,200		11,800
2024-03-15	Bank Interest		100	11,900
2024-03-20	Bank Charges	75		11,825
2024-03-29	Client Payment		2,000	13,825

Reconciliation Summary

Closing Balance as per Cash Book:	13,825
Add: Cheques issued but not yet presented	750
Less: Deposits not yet credited	600
Adjusted Balance as per Bank Statement:	13,975

Important Notes

- This statement helps identify and explain differences between the bank statement and cash book balances.
- Always verify outstanding cheques and deposits in transit at the statement date.
- Regular reconciliation ensures accuracy and prevents fraud or banking errors.
- Dates, descriptions, and amounts should be cross-checked carefully with supporting documents.
- Keep reconciliations for audit and accounting record purposes.