

Bank Reconciliation Ledger Statement

Statement Date: **2024-06-30**
Account Name: **John Doe**
Account No: **1234567890**

Date	Description	Deposits (Credit)	Withdrawals (Debit)
2024-06-01	Opening Balance	10,000.00	
2024-06-03	Salary Credited	5,000.00	
2024-06-07	ATM Withdrawal		2,000.00
2024-06-10	Cheque Deposit	1,500.00	
2024-06-15	Utility Payment		900.00
2024-06-22	Interest Credited	120.00	
2024-06-27	Online Purchase		850.00
Total		16,620.00	3,750.00
Closing Balance		12,870.00	

Important Notes

- This ledger shows all credits and debits for the statement period in two separate columns.
- Always ensure all bank transactions are matched with your accounting records for accuracy.
- Review all unpresented cheques and outstanding deposits at regular intervals to avoid errors.
- Bank reconciliation helps in detecting unauthorized transactions and preventing fraud.
- Keep supporting documents for all ledger entries for future reference and audits.