[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Bank Reconciliation Statement

Reconciling the bank statement balance to the cash book balance, with every outstanding item listed and explained.

Statement details
Statement period: [Start date] **to** [End date] **Bank:** _____
Account name: _____ **Account number:** _____
Currency: _____ **Prepared on:** _____

Balance per bank statement
Balance per bank statement: _____
Statement date: _____
Outstanding cheques Cheques issued and recorded in the cash book that have not yet cleared the bank statement.

Cheque no.	Date	Payee	Amount
Total outstanding cheques			**[Amount]**

Deposits in transit Amounts recorded in the cash book that have not yet appeared on the bank statement.

Date	Description	Reference	Amount
Total deposits in transit			**[Amount]**

Bank charges and interest Charges and interest shown on the bank statement but not yet recorded in the cash book.

Date	Description	Add or deduct	Amount
Total bank charges and interest			**[Amount]**

Adjusted bank balance
Balance per bank statement: _____
Less: outstanding cheques: _____
Add: deposits in transit: _____
Less: bank charges not yet recorded: _____
Add: interest not yet recorded: _____
Adjusted bank balance: _____

[Company name]

Balance per cash book
Balance per cash book: _____
Adjusted bank balance: _____
Difference: _____
Explanation of any difference: _____
The adjusted bank balance and the balance per cash book should agree. If they do not, do not sign this statement until the difference is found and explained above.
Items to follow up

Item	Action	Owner	Due date

Prepared and checked

(1) Role: Prepared by
Name: _____ **Signature and date:** _____

(2) Role: Checked by
Name: _____ **Signature and date:** _____