[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. Add or remove table rows to fit your needs. 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	**[Bank name]**
Account name	**[Account name]**
Account number	**[Account number]**
Currency	**[Currency]**
Prepared on	**[Date]**

Balance per bank statement

Balance per bank statement	**[Amount]**
Statement date	**[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]

[Company name]

Adjusted bank balance

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

Balance per cash book

Balance per cash book	[Amount]
Adjusted bank balance	[Amount]
Difference	[Amount]
Explanation of any difference	[Explanation]

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

[Company name]

Prepared and checked

Role	Name	Signature and date
Prepared by	**[Name and role]**	
Checked by	**[Name and role]**	