

Cash Book and Bank Statement Reconciliation Report

Account Name: _____
Account Number: _____
Date: ____ / ____ / ____

1. Cash Book Summary

Balance as per Cash Book	_____
Add: Unpresented Cheques	_____
Less: Uncredited Lodgements	_____
Adjusted Cash Book Balance	_____

2. Bank Statement Summary

Balance as per Bank Statement	_____
Add: Uncredited Lodgements	_____
Less: Unpresented Cheques	_____
Adjusted Bank Statement Balance	_____

3. Reconciling Items

Date	Description	Reference	Amount	Add/Deduct	Remarks

Prepared by: _____
Verified by: _____
Date: ____ / ____ / ____