Internal Audit Bank Reconciliation Sample

General Information

Bank Name	[Bank Name]	Account Number	[Account Number]
Month Ended	[Month/Year]	Prepared By	[Preparer Name]
Reviewed By	[Reviewer Name]	Date	[Date]

Reconciliation Statement

Balance as per Bank Statement	[amount]
Add: Deposits in Transit	[amount]
Less: Outstanding Checks	[amount]
Add/Less: Bank Errors	[amount]
Adjusted Bank Balance	**[amount]**

Balance as per Ledger	[amount]
Add: Interest Earned	[amount]
Less: Bank Charges	[amount]
Less: NSF Checks	[amount]
Adjusted Ledger Balance	**[amount]**

Outstanding Checks

Check Number	Date	Payee	Amount
[Number]	[Date]	[Payee]	[Amount]

Deposits in Transit

Date	Description	Amount
[Date]	[Description]	[Amount]

Notes and Audit Comments

[Enter comments, explanations for reconciling items, findings, or recommendations]