

# Monthly Bank Reconciliation Statement

Bank Name

Account Number

Statement Date

Reconciliation Month

Balance as per Bank Statement

Particulars	Amount
Closing Balance as per Bank Statement	<input type="text"/>
Add: Deposits not yet credited by the bank	<input type="text"/>
Less: Cheques issued but not presented	<input type="text"/>
Less: Bank Charges	<input type="text"/>
Other Adjustments (Specify)	<input type="text"/>
<b>Adjusted Balance</b>	<input type="text"/>

Balance as per Cash Book

Particulars	Amount
Closing Balance as per Cash Book	<input type="text"/>
Add: Direct credits by bank not recorded in Cash Book	<input type="text"/>
Less: Direct debits by bank not recorded in Cash Book	<input type="text"/>
Other Adjustments (Specify)	<input type="text"/>

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**Adjusted Balance**

Remarks / Notes

Prepared By

Checked By