

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"/>
Adjusted Balance	<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"/>

Adjusted Balance

Remarks / Notes

Prepared By

Checked By