

# Bank Reconciliation Summary Report

Statement Period: MM/DD/YYYY - MM/DD/YYYY

Bank Name: Sample Bank

Account Number: 1234567890

## Summary

Description	Amount
Bank Statement Closing Balance	\$0.00
Add: Deposits in Transit	\$0.00
Less: Outstanding Checks	(\$0.00)
Add/Less: Other Adjustments	\$0.00
<b>Reconciled Book Balance</b>	<b>\$0.00</b>

## Details

### Deposits in Transit

Date	Description	Amount

### Outstanding Checks

Date	Check #	Amount

### Other Adjustments

Date	Description	Amount

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_