

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
Reconciled Book Balance	\$0.00

Details

Deposits in Transit

Date	Description	Amount

Outstanding Checks

Date	Check #	Amount

Other Adjustments

Date	Description	Amount

Prepared By: _____

Date: _____