

Daily Bank Reconciliation Record

Date

Bank Account Name

Bank Account Number

Prepared By

BANK STATEMENT

Bank Statement Closing Balance

Statement Date

OUTSTANDING ITEMS

Date	Description	Type	Amount
		<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	

ADD / LESS: OTHER ADJUSTMENTS

Description	Type	Amount
	<input type="text"/>	
	<input type="text"/>	

BOOK BALANCE RECONCILIATION

Bank Statement Balance

Add: Deposits in Transit

Less: Outstanding Checks

Add / Less: Adjustments

Reconciled Book Balance

Book Balance per General Ledger

Prepared By (Signature & Date)

Reviewed By (Signature & Date)