

Financial Period Bank Reconciliation Log

Financial Period

e.g. 2024-06

Bank Name

Bank Name

Account Number

Account Number

Prepared By

Name

Date Prepared

Reconciliation Summary

Description	Amount
Bank Statement Balance	
Add: Deposits in Transit	
Less: Outstanding Checks	
Other Adjustments (+/-)	
Adjusted Bank Balance	
Book Balance	
Difference	

Notes / Explanations

Add any explanatory notes...

Reviewed By

Name

Reviewer Name

Date Reviewed

