

Monthly Bank Reconciliation Statement

Account Name	Bank Name
Account No.	Statement Date
Month	Prepared By

A. Balance as per Bank Statement

Description	Amount (₹)
Closing Balance as per Bank Statement	

B. Add: Deposits not Credited by Bank

Particulars	Amount (₹)
Total (+)	

C. Less: Cheques Issued but Not Presented

Cheque No.	Amount (₹)
Total (-)	

D. Add/Less: Bank Errors (if any)

Description	Add / (Less)	Amount (₹)
Net Adjustment		

E. Balance as per Cash Book

Description	Amount (₹)
Balance as per Cash Book	

Prepared By / Signature

Authorized By / Signature