

# 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 (₹)
<b>Total (+)</b>	

C. Less: Cheques Issued but Not Presented

Cheque No.	Amount (₹)
<b>Total (-)</b>	

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

Description	Add / (Less)	Amount (₹)
<b>Net Adjustment</b>		

E. Balance as per Cash Book

Description	Amount (₹)
Balance as per Cash Book	

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Prepared By / Signature

Authorized By / Signature