

# Cash Book and Bank Statement Reconciliation Form

Date:

Account Name:

Account Number:

Bank Name:

## Cash Book Record

Date	Description	Reference	Receipts (+)	Payments (–)	Balance

## Bank Statement Record

Date	Description	Reference	Deposits (+)	Withdrawals (–)	Balance

## Reconciliation

Balance as per Cash Book:

Balance as per Bank Statement:

Particulars	Additions (+)	Deductions (–)
Unpresented Cheques		
Uncredited Lodgements		
Bank Charges		
Direct Credits/Deposits		
Other Adjustments		

Adjusted Balance:

Difference (if any):

\_\_\_\_\_  
Prepared By \_\_\_\_\_

\_\_\_\_\_  
Checked By \_\_\_\_\_

\_\_\_\_\_  
Approved By \_\_\_\_\_

Date \_\_\_\_\_