

Detailed Bank Account Balance Reconciliation Sheet

Bank Name:

Account Number:

Reconciliation Date:

Bank Statement Balance

Add: Deposits in Transit

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

Less: Outstanding Checks

Date	Check #	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Adjustments

Date	Description	Amount (+ / -)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Reconciliation Summary

Bank Statement Balance

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+ Deposits in Transit

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– Outstanding Checks

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± Other Adjustments

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Adjusted Bank Balance

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General Ledger Balance

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Prepared by:

Date:

Approved by:
