

# 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"/>

<div></div>	<div></div>	<div></div>
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Reconciliation Summary

Bank Statement Balance	<div></div>
+ Deposits in Transit	<div></div>
â€“ Outstanding Checks	<div></div>
Â± Other Adjustments	<div></div>
Adjusted Bank Balance	<div></div>
General Ledger Balance	<div></div>

Prepared by:

Date:

Approved by: