

Monthly Bank Account Reconciliation Statement

Bank Name

Account Number

Statement Month

Date Prepared

A. BALANCE PER BANK STATEMENT

Balance per Bank Statement

Date of Bank Statement

B. 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"/>
Total Deposits in Transit		<input type="text"/>

C. LESS: OUTSTANDING CHECKS

Date	Check No.	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Outstanding Checks		<input type="text"/>

D. BALANCE PER BOOKS

Balance per Books

Date

Reconciliation Calculation:

(A) Balance per Bank Statement
+ (B) Total Deposits in Transit
- (C) Total Outstanding Checks
= Adjusted Bank Balance

(Should equal D. Balance per Books)

Prepared By

Reviewed By

Approved By