

Bank Reconciliation Report

Bank Name: _____

Account No: _____

Date: _____

Statement Summary

Description	Amount
Bank Statement Closing Balance	_____
Add: Deposits in Transit	_____
Less: Outstanding Cheques	_____
Adjusted Bank Balance	_____

Description	Amount
Cash Book Closing Balance	_____
Add: Direct Credits not in Cash Book	_____
Less: Direct Debits not in Cash Book	_____
Adjusted Cash Book Balance	_____

Outstanding Cheques

Cheque No.	Date Issued	Payee	Amount
_____	_____	_____	_____
_____	_____	_____	_____

Deposits in Transit

Date	Description	Amount
_____	_____	_____
_____	_____	_____

Unrecorded Items

Date	Description	Type (Credit/Debit)	Amount
_____	_____	_____	_____
_____	_____	_____	_____

Prepared By: _____

Checked By: _____

Approved By: _____