

Cashbook to Bank Statement Reconciliation Sheet

Date

Bank Account Name

Account Number

Reconciliation Period e.g. 01-Jun-2024 to 30-Jun

A. Balance per Cashbook

Cashbook Balance as per reconciliation

date

B. Add: Deposits not yet credited by Bank*

Date	Particulars	Reference	Amount
Total Deposits Not Credited			

C. Less: Cheques Issued but not yet presented*

Date	Particulars	Reference	Amount
Total Cheques Not Presented			

D. Add / Less: Other Adjustments

Date	Description	Type (Add/Less)	Amount
Net Adjustment			

E. Adjusted Bank Balance (as per Statement)

Adjusted Bank Statement Balance

Bank Statement Closing Balance

*Deposits/Cheques/Other items as per cashbook not appearing in bank statement at reconciliation date.
(Fill blank rows as needed.)