

Finance Department

Bank Reconciliation Statement

Bank Name:

Account Number:

Statement Date:

Balance as per Bank Statement:

Add: Deposits in Transit

Date	Particulars	Amount

Less: Outstanding Cheques

Cheque No.	Date	Amount

Other Adjustments (Specify)

Description	Amount (Add)	Amount (Less)

Adjusted Balance as per Bank:

Balance as per Cash Book:

Prepared By

(Name and Signature)

Checked By

(Name and Signature)

Approved By

(Name and Signature)