

# 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)