

Monthly Bank Reconciliation Statement

Bank Name:		Account Number:	
Month Ending:		Date Prepared:	

Bank Statement Balance

Closing balance as per Bank Statement	
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Add: Deposits in Transit

Description	Date	Amount
Total Deposits in Transit		

Less: Outstanding Checks

Check No.	Date	Amount
Total Outstanding Checks		

Other Adjustments

Description	Type (+/-)	Amount
Net Adjustments		

Adjusted Bank Balance: _____

Balance as per Books

Balance as per Cash Book	
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Difference (if any): _____

Prepared by _____

Verified by _____