

Monthly Closing Bank Adjustment Summary

Account Name:

Bank Name:

Month/Year:

Bank Reconciliation Summary

Description	Amount
Bank Statement Balance	
Add: Deposits in Transit	
Less: Outstanding Checks	
Other Adjustments (+/-)	
Adjusted Bank Balance	

Description	Amount
Book Balance	
Add: Interest Earned	
Less: Service Charges	
Other Adjustments (+/-)	
Adjusted Book Balance	

Notes/Remarks

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