

# Bank Reconciliation Report

Company Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

Bank Name: \_\_\_\_\_  
Statement Date: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

## 1. Bank Statement Balance

Closing Balance as per Bank Statement: \_\_\_\_\_

## 2. Add: Deposits in Transit

Date	Description	Amount
<b>Total Deposits in Transit</b>		_____

## 3. Less: Outstanding Checks

Date	Check #	Payee	Amount
<b>Total Outstanding Checks</b>			_____

## 4. Adjusted Bank Balance

Adjusted Bank Balance: \_\_\_\_\_

## 5. Book Balance

Cash Book Balance: \_\_\_\_\_

Add: Bank Credits Not Recorded \_\_\_\_\_

Less: Bank Charges/Errors \_\_\_\_\_

Adjusted Book Balance: \_\_\_\_\_

## 6. Reconciliation

Adjusted Bank Balance \_\_\_\_\_

Adjusted Book Balance \_\_\_\_\_

(Both balances should be equal when reconciliation is correct.)