

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
Total Deposits in Transit		_____

3. Less: Outstanding Checks

Date	Check #	Payee	Amount
Total Outstanding Checks			_____

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.)