

Daily Bank Reconciliation Report

Date: _____
Account Name: _____
Account Number: _____

Bank Name: _____
Prepared By: _____
Reference No: _____

Bank Statement

Date	Description	Deposits	Withdrawals	Balance

Reconciliation Items

Description	Add	Less
Outstanding Deposits		
Outstanding Cheques/Payments		
Bank Charges		
Errors (if any)		
Totals		

Balances

Details	Amount
Balance as per Bank Statement	
Add: Outstanding Deposits	
Less: Outstanding Cheques/Payments	
Add/Less: Errors	
Adjusted Bank Balance	
Balance as per Cash Book/GL	
Difference (if any)	

Prepared By

Reviewed By

Approved By