

End-of-Month Account Reconciliation Summary

Account Name: _____

Account Number: _____

Statement Period: _____

Prepared By: _____

Date Prepared: _____

Statement Summary

Description	Amount
Ending Balance per Bank Statement	
Add: Deposits in Transit	
Less: Outstanding Checks	
Adjusted Bank Balance	
Ending Balance per Books	
Add: Interest Earned / Credit	
Less: Service Charges / Debit	
Adjusted Book Balance	

Reconciliation Details

Difference (if any): _____

Explanation/Notes: _____

Prepared By _____

Reviewed By