

# 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	
<b>Adjusted Bank Balance</b>	
Ending Balance per Books	
Add: Interest Earned / Credit	
Less: Service Charges / Debit	
<b>Adjusted Book Balance</b>	

## Reconciliation Details

Difference (if any): \_\_\_\_\_

Explanation/Notes: \_\_\_\_\_

Prepared By \_\_\_\_\_

Reviewed By \_\_\_\_\_