

# Monthly Bank Reconciliation Statement

Bank Name

Account Number

Month/Period

Statement Date

## 1. Bank Statement Balance

Closing Balance

As of

## 2. Add: Deposits in Transit

Description	Date	Amount

## 3. Less: Outstanding Checks

Check No./Description	Date	Amount

## 4. Add/Less: Bank Errors (If Any)

Description	Amount

Adjusted Bank Balance

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## 5. General Ledger (Book) Balance

Ending Book Balance

## 6. Add/Less: Book Adjustments

Description	Amount

Adjusted Book Balance

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Notes / Remarks:

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Prepared by

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Approved by