

Monthly Bank Reconciliation Statement

Bank Name	<input type="text"/>
Account Number	<input type="text"/>
Month/Period	<input type="text"/>
Statement Date	<input type="text"/>

1. Bank Statement Balance

Closing Balance	<input type="text"/>
As of	<input type="text"/>

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

5. General Ledger (Book) Balance

Ending Book Balance	<input type="text"/>
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6. Add/Less: Book Adjustments

Description	Amount

Adjusted Book Balance

Notes / Remarks:

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Prepared by

Approved by