

# Monthly Statement of Account

Account Holder: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Statement Date: \_\_\_\_\_  
Period Covered: \_\_\_\_\_

Date	Description	Reference	Debit (â,±)	Credit (â,±)	Balance (â,±)
2024-05-01	Opening Balance	-	-	-	20,000.00
2024-05-05	Invoice Payment	INV-5678	-	5,000.00	25,000.00
2024-05-12	Purchase	PUR-1290	2,000.00	-	23,000.00
2024-05-28	Bank Fee	FEE-0530	500.00	-	22,500.00

Total Credits	5,000.00
Total Debits	2,500.00
Closing Balance	22,500.00

Remarks: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

The **monthly statement of account form** sample template provides a clear and organized summary of all financial transactions within a month. It helps both businesses and customers track payments, balances, and outstanding amounts. This template ensures accuracy and transparency in financial reporting.