

# Sample Bank Statement Reconciliation Form

The **sample bank statement reconciliation form** is designed to help individuals and businesses accurately compare their bank statements with internal records. It ensures all transactions are accounted for and helps identify discrepancies or errors. Using this form enhances financial transparency and simplifies month-end closing processes.

**Bank Account Name/Number:** \_\_\_\_\_  
**Statement Period:** \_\_\_\_\_  
**Date Prepared:** \_\_\_\_\_  
**Prepared By:** \_\_\_\_\_

Bank Statement		Company Records	
Balance as per bank statement	<input type="text" value="\$0.00"/>	Balance as per cash book	<input type="text" value="\$0.00"/>


## Add: Deposits in Transit

Date	Description	Amount
<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

## Less: Outstanding Checks

Date	Check No.	Amount
<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

## Other Adjustments

Description	Add (+) / Less (â€“)	Amount
<input type="text"/>	<input type="text" value="Add (+)"/> 	<input type="text" value="\$0.00"/>

Adjusted Bank Balance	<input type="text" value="\$0.00"/>
Adjusted Cash Book Balance	<input type="text" value="\$0.00"/>

**Note:** The adjusted bank balance and the adjusted cash book balance should be equal. Investigate and resolve any differences before concluding the reconciliation.