

# 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:** \_\_\_\_\_

<b>Bank Statement</b>		<b>Company Records</b>	
Balance as per bank statement	\$ 0.00	Balance as per cash book	\$ 0.00

## Add: Deposits in Transit

<b>Date</b>	<b>Description</b>	<b>Amount</b>
YYYY-MM-DD		\$ 0.00

## Less: Outstanding Checks

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
YYYY-MM-DD		\$ 0.00

## Other Adjustments

<b>Description</b>	<b>Add (+) / Less (-)</b>	<b>Amount</b>
	Add (+) <input type="button" value="▼"/>	\$ 0.00

<b>Adjusted Bank Balance</b>	\$ 0.00
<b>Adjusted Cash Book Balance</b>	\$ 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.