

# Business Bank Statement Form Sample - Excel Spreadsheet

This **business bank statement form** sample Excel spreadsheet provides an organized, easy-to-use template for tracking financial transactions. Designed for small to medium enterprises, it helps improve record-keeping and financial analysis. Customize the spreadsheet to suit your business needs and ensure accurate bookkeeping.

## Sample Table: Business Bank Statement Form

| Date       | Description              | Reference No. | Deposits (Credits) | Withdrawals (Debits) | Balance   | Notes                   |
|------------|--------------------------|---------------|--------------------|----------------------|-----------|-------------------------|
| 2024-06-01 | Opening Balance          | --            |                    |                      | 10,000.00 | Start of month balance  |
| 2024-06-03 | Client Payment           | INV-1023      | 2,500.00           |                      | 12,500.00 |                         |
| 2024-06-05 | Office Supplies Purchase | CHK-1205      |                    | 450.00               | 12,050.00 | Office Depot            |
| 2024-06-10 | Bank Fee                 | FEE-JUNE      |                    | 25.00                | 12,025.00 | Monthly maintenance fee |
| 2024-06-12 | Vendor Payment           | VEND-210      |                    | 2,000.00             | 10,025.00 | ABC Supplies            |
| 2024-06-15 | Deposit                  | DEP-303       | 1,000.00           |                      | 11,025.00 | Cash deposit            |

## How to Use

- Download or copy this table to an Excel file.
- Modify column headings and rows as needed for your business.
- Input each transaction with the date, description, reference number, and amounts.
- Keep running balance updated for every transaction.
- Use the "Notes" column for remarks or clarifications.

## Tips

- Reconcile the statement with your actual bank account regularly.
- Maintain digital backups of your completed statements.
- Customize the template with more columns if your business requires additional details.