

# 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.