

Bank Statement Template

Use this **bank statement template** to streamline your business account reconciliation process. It helps accurately track transactions and ensure financial records are consistent. Simplify your accounting with this easy-to-use template designed for efficiency and clarity.

Account Name: [Business Name]

Account Number: [XXXXXXXXXXXX]

Statement Period: [Start Date] - [End Date]

Currency: [USD]

Date	Description	Reference/Check No.	Withdrawals (-)	Deposits (+)	Balance
2024-06-01	Opening Balance				[Opening Balance]
2024-06-03	Client Payment	INV-1023		2,000.00	[Updated Balance]
2024-06-05	Utility Bill Payment	CHK-2001	350.00		[Updated Balance]
2024-06-08	Office Supplies Purchase	POS-5566	120.00		[Updated Balance]
2024-06-12	Service Fee	FEE-7788	25.00		[Updated Balance]
2024-06-15	Client Payment	INV-1048		1,500.00	[Updated Balance]
				Ending Balance	[Ending Balance]

Note: Replace bracketed fields (e.g., [Business Name], [Opening Balance]) with your specific information. Add or remove rows as needed for your reconciliation.