

Bank reconciliation

Month

Account

Bank balance from bank statement at end of month A

Less payments shown in cash book but not on bank statement

1.	<input type="text"/>	
2.	<input type="text"/>	
3.	<input type="text"/>	
	Sub total	<input type="text"/> B

Plus receipts shown in cash book but not on bank statement

1.	<input type="text"/>	
2.	<input type="text"/>	
3.	<input type="text"/>	
	Sub total	<input type="text"/> C

Other adjustments

1.	<input type="text"/>	
2.	<input type="text"/>	
3.	<input type="text"/>	
	Sub total	<input type="text"/> D

Adjusted balance from bank statement, $A - B + C + D$ E

Bank balance at end of month from cash book F

If $E = F$, the Cash book and the Bank statement are reconciled

Prepared by

<input type="text"/> <small>Name</small>	<input type="text"/> <small>Position</small>	<input type="text"/> <small>Date</small>	<input type="text"/> <small>Signature</small>
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Checked by

<input type="text"/> <small>Name</small>	<input type="text"/> <small>Position</small>	<input type="text"/> <small>Date</small>	<input type="text"/> <small>Signature</small>
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