

**BANK RECONCILIATION**

PROJECT NAME: \_\_\_\_\_  
PARTNER: \_\_\_\_\_

BANK ACCOUNT NAME: \_\_\_\_\_  
BANK ACCOUNT NUMBER: \_\_\_\_\_  
CURRENCY OF THE ACCOUNT: \_\_\_\_\_  
DATE RECONCILIATION IS AS OF : \_\_\_\_\_

Date	Voucher reference	Description	Amount in currency
------	-------------------	-------------	--------------------

1. **Balance as per the project's accounting records**

2. **Entries not yet debited or credited by the bank:**

2.1. Cheques issued, not yet debited by the bank:  
-----  
-----  
-----

2.2. Payments made, not yet debited by the bank  
-----  
-----  
-----

2.3. Receipts recorded, not yet credited by the bank  
-----  
-----  
-----

3. **Entries debited/credited by the bank, not yet recorded:**

3.1. Interests or charges credited/debited by the bank, not yet recorded  
-----  
-----  
-----

3.2. Amounts debited by the bank, not yet recorded  
-----  
-----  
-----

3.3. Other:  
-----  
-----  
-----

4. **Balance as per the bank's statement**

Prepared by: Name, position, date, signature

Approved by: Name, position, date, signature