

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.
2.
3.

Sub total

B

Plus receipts shown in cash book but not on bank statement

1.
2.
3.

Sub total

C

Other adjustments

1.
2.
3.

Sub total

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

Name	Position	Date	Signature
------	----------	------	-----------

Checked by

Name	Position	Date	Signature
------	----------	------	-----------