

Company Name:
Bank Reconciliation
Date:

Account Number:

Bank Statement Closing

Outstanding A/P Cheques
Outstanding Deposits
Outstanding Manual Payroll Chqs
Outstanding Autowithdrawal
Outstanding Salary Payroll
Outstanding Hourly Payroll
Other:

Adjusted Closing Bank Balance

General Ledger Balance

Outstanding Withdrawal Transactions
Outstanding Deposit Transactions
Other:

Adjusted Closing General Ledger Balance

Difference

Signature

Date