Bank reconciliation

Free template from Excello, excelloservices.com. The difference at the bottom should be zero.

Company ______________________

Bank account ______________________

Statement date ______________________

BANK SIDE	AMOUNT
Balance per bank statement	
Add deposits in transit	
Total	
Less outstanding payments	
Total	
Add or less bank errors	
Total	
Adjusted bank balance	

BOOK SIDE	AMOUNT
Balance per books	
Add items missing from the books	
Total	
Less items missing from the books	
Total	
Adjusted book balance	

Difference (adjusted bank minus adjusted book)	

Prepared by and date ______________________

Reviewed by and date ______________________

Deposits in transit and outstanding payments are timing differences and need no entry. Interest, bank fees and returned payments usually need recording in your books.