

BANK RECONCILIATION REPORT

Business Name: _____

Date of Bank Statement: _____

Bank Account: _____

Outstanding Withdrawals		
Date	Detail	Amount
Total A		

Outstanding Deposits		
Date	Detail	Amount
Total B		

Reconciliation

Closing Cash Book Balance _____

Add: Outstanding Withdrawals (Total A) _____

Sub-total _____

Less: Outstanding Deposits (Total B) _____

Expected Bank Statement Balance _____