

Bank Reconciliation Template

This template can be used by businesses to perform a monthly or quarterly bank reconciliation. It helps ensure that the balance in your accounting records matches your bank statement balance.

1. Basic Information

Company Name:	
Bank Name:	
Account Number:	
Statement Date:	
Prepared By:	
Date Prepared:	

2. Bank Statement Balance

Bank Statement Closing Balance:	£
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3. Add: Outstanding Deposits (not yet cleared by bank)

Date	Reference	Amount (£)

4. Less: Outstanding Payments (not yet cleared by bank)

Date	Reference	Amount (£)

5. Adjusted Bank Balance

Adjusted Bank Balance:	£
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6. Book (Cashbook) Balance

Balance per Cashbook:	£
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7. Reconciliation Check

If the Adjusted Bank Balance equals the Book Balance, your accounts are reconciled. If not, review for missing transactions, timing differences, or errors.

8. Notes / Comments

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