

Statement of Balance Reconciliation

Date: Wednesday, January 07, 2026

Account Information

Account Name	
Account Number	
Bank/Branch	
Statement Period	

Bank Statement Balance

Description	Amount
Ending Balance as per Bank Statement	
Add: Deposits in Transit	
Less: Outstanding Checks	
Reconciled Bank Balance	

Book Balance

Description	Amount
Ending Balance as per Books	
Add: Collections not yet credited	
Less: Bank Charges not recorded	
Adjusted Book Balance	

Notes / Explanation

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Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____