

# 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 \_\_\_\_\_