Bank reconciliation

Use the closing balance on the bank statement and the balance in your cash book or accounting software on the same date. List each item that appears in one but not the other, with its date, details and amount. The two adjusted balances should agree; explain any difference that remains. Leave unused rows blank.

Business name _____ Bank and account (last 4 digits) _____ Reconciliation date _____

A. Bank statement side

Closing balance on the bank statement at the reconciliation date: £_____

Add: money paid in, not yet on the statement

Date	Details	Amount (£)
	Total added	

Less: payments made, not yet on the statement

Date	Cheque no. or payee	Amount (£)
	Total taken off	

Adjusted bank balance = statement balance + total added − total taken off: £_____

B. Cash book or software side

Balance in the cash book or accounting software at the same date: £_____

Add or take off: items on the statement, not yet in the cash book

Date	Details (for example bank charges, interest, direct debits)	Add (£)	Take off (£)
	Totals		

Adjusted cash book balance = cash book balance + additions − items taken off: £_____

C. Difference

Adjusted bank balance − adjusted cash book balance (should be £0.00): £_____

Explanation of any difference (required if the difference is not £0.00)

Prepared by (name, signature and date)	Reviewed by, signature and date (optional)

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