**BANK RECONCILIATION STATEMENT**

**Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Balance per Cash Book:** |  | 123,456 |  |
| **Unpresented cheques** | | | |
| • Cheque No. 123393 | 400 |  | Cheque presented on 2.2.2XX1 |
| • Cheque No. 123394 | 2,000 |  | Cheque presented on 3.2.2XX1 |
| **Credit Transfer** | | | |
| • Management Fees | 1,000 | 3,400 | Recorded in cash book on 5.2.2XX1 |
| Less: |  |  |  |
| **Bank Lodgment not shown on Bank Statement** | | | |
| • Cheques deposited on 31.1. 2XX1 | 1,000 |  |  |
| Dishonored Cheque | 1,000 |  | Adjusted cash book on 3.2.2XX1. |
| Bank Charges | 50 |  | Handling fee for dishonored  cheque. Recorded in cash book on |
| Autopay of electricity bill | 20,000 | 22,050 | 3.2.2XX1.  Autopay effected on 31.1.2XX1. |
| **Balance per Bank Statement** |  | **104,806** |  |

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| --- | --- |
| **Prepared by :** | **Approved by** |
| **(name / title)** | **(name / title)** |