**BANK RECONCILIATION**

**Bank Reconciliation for the Month Ended 28 February 20XX**

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| --- | --- |
| Opening cash book balance as at 1 Feb 20XX | $ 550.00 |
| **ADD** total receipts for the month | $4131.20 |
|  | $4681.20 |
| **DEDUCT** total payments for the month | $402.20 |
| CASH BOOK BALANCE AS AT 28 FEB 20XX | $4279.00 |
| Balance as per bank statement as at 28 Feb 20XX | $320.80 |
| **DEDUCT** unpresented cheques |  |
| No 123 | $21.80 |
| No 131 | $20.00 |
|  | $41.80 |
|  | $279.00 |
| **ADD** outstanding deposits | $4000.00 |
| ADJUSTED BANK BALANCE AS AT 28 FEB 20XX | $4279.00 |