ANNEXURE XVI: Format of Bank Reconciliation Statement

Bank Reconciliation Statement for the month of _____

Name of the Unit:
Balance as per Cash Book (as on date .....)
Add:
(i) Cheques issued but not encashed
(ii) Credit entries made in the bank pass book but not shown in the cash book
Total
Less:
(i) Amount sent to Bank but not credited in the Saving Bank Account of the unit
(ii) Bank charges debited in the bank account but not accounted for in the cash book

Total
Balance as per Pass Book
Prepared by :
Examined by :
Date : _____