

Steps and Rules for Preparing of Bank Reconciliation Statement

Name of Company
Bank Reconciliation Statement

Date :



Sr. No.	Details	Amount	
		Dr.	Cr.
A	Balance as per Pass Book		0
i	Balance as per Pass Book overdrawn	0	
ii	Balance as per Pass Book Favorable		0
iii	Balance as per Pass Book Unfavorable	0	
iv	Balance as per Pass Book undercost		0
v	Balance as per Pass Bokk overcost	0	
B	Balance as per Cash Book	0	
i	Balance as per Cash Book overdrawn		0
ii	Balance as per Cash Book Favorable	0	
iii	Balance as per Cash Book Unfavorable		0
iv	Balance as per Cash Book undercost	0	
v	Balance as per Cash Bokk overcost		0
1	Cheque issued but not present for payment in bank	0	
2	Cheques received from customer and depoist in to bank for clearence but not credit in our account		0
3	Directly deposit in our account by the customer	0	
4	Interest received on investment	0	
5	Devidend revceived	0	
6	Bank Charges		0
7	wrongly credit by the bank	0	
8	wrongly debit by the bank		0
9	Interest paid		0
10	If any transaction pass by the bank we may take reverse action in accounts book		

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Bank Reconciliation Statement

A bank reconciliation statement is a document that matches the cash balance on a company's balance sheet to the corresponding amount on its bank statement. Reconciling the two accounts helps determine if accounting changes are needed. Bank reconciliations are completed at regular intervals to ensure that the company's cash records are correct. They also help detect fraud and any cash manipulations.

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