Bank Reconciliation Sheet

Find the reason your records and the bank disagree, instead of assuming one of them is wrong.

Bring your own figure and the bank's figure together, and see exactly what explains the difference.

THE DIFFERENCE ALWAYS HAS A REASON
Reconciling is not about the bank being wrong. It is about finding the items that have not reached both sides yet. Work down the sheet and the two numbers should meet.

Account

Statement dated

Prepared by

Date

START WITH THE BANK

Balance shown on the statement

Amount

MONEY OUT THAT HAS NOT CLEARED YET

Date	Reference	Paid to	Amount

MONEY IN THAT HAS NOT LANDED YET

Date	Reference	Received from	Amount

THE TWO FIGURES SHOULD NOW AGREE

Adjusted bank balance

Balance in your own records

Difference

If they do not agree, what is still unexplained