





Bank reconciliation statement

As on \_\_\_\_\_ 2018

1. Cash balance in bank as per Bank passbook Rs.
2. Add Cheques/Drafts received by DDO deposited in Bank but not credited.

Cheque/Draft No	Date	Amount
a)		Rs.
b)		Rs.
c)		Rs.
d)		Rs.
Total amount		Rs.

3. Less: Cheques/Draft issued to parties/IOs but not debited.

Cheque/Draft No	Date	Amount
a)		Rs.
b)		Rs.
c)		Rs.
d)		Rs.
Total amount		Rs.

4. Reconciled balance  $(1+2)-(3)$  Rs.

5. Cash balance in bank as per Cash Book Rs.

Signature of Cashier

Signature of DDO