

# Bank Reconciliation Statement (Format)

## *Credit Balance as per Cash Book (Overdraft)*

### Bank Reconciliation Statement

as on \_\_\_\_\_

	Details	Total
<b>Credit Balance as per Cash Book</b>		
<b>Add</b>		
Cheques paid into bank for collections but dishonored by the bank		
Standing instructions given to bank e.g. payment of insurance premium		
Bank Charges		
Cheques issued but omitted to be recorded in Cash Book		
Any wrong debit given by bank in the Bank Statement		
<b>Less</b>		
Cheques issued or drawn but not yet presented for payment		
Interest allowed by bank not recorded in Cash Book		
amount directly deposited by the customer in Bank Account		
Interest and dividends collected by bank		
Cheques paid into bank but omitted to be entered in Cash book		
Any wrong credit given by bank in the Bank Statement		
<b>Debit Balance as per Bank Statement</b>		

**Note:** While preparing Bank Reconciliation Statement starting with **Credit** Balance as per Cash Book (**Overdraft**), the same treatment will be given to various items as was done when the Bank Reconciliation Statement was started with a **Credit** Balance as per Bank Statement

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