

Bank reconciliation template

A bank reconciliation template that brings the bank side and the book side to one adjusted balance, with a worked example and the steps a reviewer checks.

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A bank reconciliation agrees the cash balance in your books to the bank statement for the same date. Start from each balance, adjust each side for the items the other side has recorded and it has not, and the two adjusted balances should match. Any difference left over is an error someone has to find.

The template has two parts. The first lays out the reconciliation, with round figures for a worked example. The second lists what a reviewer checks before signing.

How to use the template

- Download the CSV, replace the illustrative amounts with your own, and keep one reconciliation per bank account per month.
- Adjust the bank side for items the bank has not yet processed: deposits in transit and outstanding cheques.
- Adjust the book side for items the bank processed that you have not yet recorded: fees, interest, returned cheques and direct receipts.
- Correct errors on the side that made them, and book the book-side adjustments as journal entries.
- Attach the statement and support for each reconciling item, then sign.

The bank reconciliation template

SECTION	LINE	ILLUSTRATIVE AMOUNT	SUPPORT
Bank side	Balance per bank statement	50,000	Bank statement at period end
Bank side	Add: deposits in transit	4,000	Deposit slips and the bank statement of the next period
Bank side	Less: outstanding cheques	(6,500)	Cheque register, listed by cheque number
Bank side	Add or less: bank errors	0	Bank correspondence

SECTION	LINE	ILLUSTRATIVE AMOUNT	SUPPORT
Bank side	Adjusted bank balance	47,500	
Book side	Balance per general ledger	48,000	Trial balance cash account
Book side	Add: interest and receipts the bank recorded	300	Bank statement
Book side	Less: bank fees	(100)	Bank statement
Book side	Less: returned (NSF) cheques	(1,200)	Bank advice
Book side	Add or less: book errors	500	Correcting entry for a cheque recorded at 1,500 that cleared at 1,000
Book side	Adjusted book balance	47,500	
Check	Difference between adjusted balances	0	Must be zero before sign-off

The figures are an illustration, not a client example. In it, the book side needs four journal entries: interest, the fee, the returned cheque and the correction of the cheque recorded at the wrong amount.

Review steps before sign-off

STEP	WHAT THE REVIEWER CHECKS	WHO
1	The bank balance agrees to the statement and the book balance agrees to the trial balance	Reviewer
2	Each deposit in transit cleared the bank in the first days of the next period	Reviewer
3	Outstanding cheques are listed by number; cheques older than your policy limit are investigated	Preparer, then reviewer
4	Each book-side adjustment has a journal entry, approved by someone other than the preparer	Approver
5	No unexplained difference is carried forward as a plug or parked in suspense	Reviewer
6	Unusual items, such as large round transfers or new payees, have support	Reviewer
7	The preparer and the reviewer are different people, and both sign and date the reconciliation	Preparer and reviewer

Where an agent helps

Rever's Matcher reconciles bank, card and processor activity to the books as transactions land, so the monthly template becomes a review of open items. Investigator traces each unexplained difference to its cause, Journal prepares the correcting entries for your approval, and Evidence keeps the statement lines and postings linked to the workpaper, which downloads to Excel. See [bank reconciliation on rever.ai](#), [bank reconciliation and the AP run](#) for controllers and [NetSuite bank reconciliation](#).

Questions

What is a bank reconciliation template?

It is a worksheet that starts from the bank statement balance and the general ledger cash balance, adjusts each for items the other has recorded, and shows that the two adjusted balances agree. A good one also lists the support for each reconciling item.

What are deposits in transit and outstanding cheques?

A deposit in transit is cash you recorded that the bank had not credited by the statement date, so it increases the bank side. An outstanding cheque is one you issued and recorded that the bank has not yet paid, so it reduces the bank side.

Which items need a journal entry?

The book-side items: bank fees, interest, returned cheques, direct receipts and errors in your own records. Bank-side items need no entry, because they clear when the bank processes them.