



M/S \_\_\_\_\_

**BANK RECONCILIATION STATEMENT**

**As on 31<sup>st</sup> December, 2019**

S.No.	Particulars	Amount (Plus items)	Amount (Minus items)
	<b>Overdraft (debit balance) as per Pass Book</b>		<b>7,600</b>
(b)	Cheques deposited but not yet cleared	8,560	
(c)	Incidental Charges debited by bank	80	
(d)	Cheques issued but not yet presented for payment		3,400
(e)	Insurance premium paid by bank	4,200	
(f)	Cash receipt created by an excess amount (485-385)	100	
	<b>Balance (debit) as per Cash Book</b>		<b>1,940</b>
		<b>12,940</b>	<b>12,940</b>