

Bank Reconciliation Summary

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Bank Reconciliation Summary for Audit

Bank Account Information

Bank Name: [Insert Bank Name]

Account Number: [Insert Account Number]

Reconciliation Summary

Particulars	Amount
Balance as per Bank Statement	[Insert Amount]
Add: Deposits in Transit	[Insert Amount]
Less: Outstanding Checks	[Insert Amount]
Adjusted Bank Balance	[Insert Amount]
Balance as per Cash Book	[Insert Amount]

Conclusion

The bank reconciliation as of [Insert Date] has been completed, and the adjusted bank balance reconciles with the cash book balance.

Signature

[Your Name]

[Your Position]

[Company Name]

[Contact Information]