

## Sample Reconciliation Statement

<i>[name of law practice]</i>			
<b>RECONCILIATION STATEMENT</b>			
Reconciliation statement for the period ended _____			
Authorised ADI statement balance as at	--/--/--	\$	Cr
<u>Add</u> Outstanding deposit(s)			
<b>Add/Less</b>			
Item(s) in Authorised ADI statement not in cashbook			
<u>Less</u> Unpresented cheque(s)			
(List separately showing date, cheque number and amount)			
<b>Add/Less</b>			
Item(s) in cash book not in Authorised ADI statement			
<u>Reconciled</u> cash book balance		\$	_____
Date of preparation:		By:	

Note: The reconciliation statement must be completed within 15 working days after the end of month.