**ABC Bank**

Account No: Current Account 098-90909876-002

**Bank Reconciliation Statement**

As at 30/09/2016

HK$ Record Subsequent Clearance of Reconciling Items

Balance Per Cash Book 123, 456

**Add**

Un-presented Cheques

* Cheque No. 980987 500 Cheque presented on 02/02/2xx1
* Cheque No. 877875 2,000 Cheque presented on 03/02/2xx1

Credit Transfer

* Management Fees 1,000 3,400 Recorded in cash book on 05/02/2xx1

**Less**

Bank Lodgments not shown on

Bank Statement

* Cheques deposited on 31/01/2xx1 1,000

Dis-honored Cheque 1,000 Adjusted cash book on 05/02/2xx1

Bank Charges 50 Handling fee for dishonored Cheque

 Recorded in cash book on 05/01/2xx1

Auto pay of electricity bill 2,000 220,250 Auto pay effected on 31/01/2xx1

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**Balance per Bank Statement 104,806**

|  |  |
| --- | --- |
| Prepared By | Approved By |
| Name/Title | Name Title |