

FORMAT OF RECONCILIATION STATEMENT

I	OB	Collection	CB	Remittance	A	B	C	Short

Split Up of A,B , C and Short

II	A		B		C		short	
	Date	Amount	Date	Amount	Date	Amount	Date	Amount
1								
2								
3								
	Total							

III ABBREVIATIONS USED

OB	Opening Balance means unremitted amount of previous month
Collection	Collection of current month
CB	Closing Balance means unremitted amount of current month
A	Amount Accounted by the Bank but not by unit
B	Amount accounted by the unit but not accounted by the bank
C	Bank charges

IV Fund Transfer Total Amount Transferred by the Bank as per bank statement

V Method to verify the correctness of statement: The following must tally

1. Remittance= OB+collection - CB
2. Fund Transfer = Remittance+A- B- C

Fund transfeer

Remarks