

Corporate Payroll Account Reconciliation

Company Name: _____	Reconciliation Date: _____
Bank Name: _____	Period Covered: _____
Account Number: _____	Prepared By: _____
G/L Account Code: _____	Reviewed By: _____

1. GENERAL LEDGER BALANCE

Description	Reference Code	Amount (\$)
Ending G/L Payroll Account Balance (as of period end)		
Add: Direct Deposits Issued but Not Posted in G/L		
Add: Voided Checks/Reversals Not Posted		
Add: Other Adjustments (Specify):		
Less: Unrecorded Payroll Tax Deductions		
Less: Service Charges / Bank Fees Not Posted		
Less: Other Adjustments (Specify):		
Adjusted General Ledger Balance		

2. BANK STATEMENT BALANCE

Description	Reference Code	Amount (\$)
Ending Balance per Bank Statement		
Add: Deposits in Transit (Payroll Funding)		
Add: Other Adjustments (Specify):		
Less: Outstanding Checks (from Schedule A)		
Less: Outstanding Direct Deposits / EFTs		
Less: Other Adjustments (Specify):		
Adjusted Bank Balance		

Adjusted General Ledger Balance (Section 1)

Adjusted Bank Balance (Section 2)

Unreconciled Difference / Discrepancy

SCHEDULE A: OUTSTANDING CHECKS & UNCLEARED TRANSACTIONS

Issue Date	Check / Ref #	Payee / Transaction Details	Amount (\$)
Total Outstanding Transactions			

Prepared By (Signature)

Date:

Reviewed By (Signature)

Date:

Approved By (Signature)

Date: