

CREDIT CARD ACCOUNT RECONCILIATION

Statement Template

Company Name: _____ Reconciliation Period: _____
Credit Card Issuer: _____ Statement Date: _____
Account Number: _____ Prepared By: _____
G/L Account Number: _____ Reviewed By: _____

Reconciliation Summary

Description	Amount
Statement Ending Balance	
Add: Outstanding Charges / Transactions (Not in Statement)	
Less: Outstanding Payments / Credits (Not in Statement)	
Adjusted Statement Balance (A)	
General Ledger (Book) Balance	
Add: Unrecorded Credits (Refunds, etc.)	
Less: Unrecorded Charges (Fees, Interest, etc.)	
Adjusted Book Balance (B)	
Unreconciled Difference (A - B)	

Outstanding Charges / Transactions (In Books, Not on Statement)

Date	Reference No.	Description / Payee	Amount
Total Outstanding Charges:			

Outstanding Payments / Credits (In Books, Not on Statement)

Date	Reference No.	Description / Payee	Amount

Date	Reference No.	Description / Payee	Amount
Total Outstanding Payments:			

Prepared By (Signature & Date)

Approved By (Signature & Date)