

## General Ledger Reconciliation Statement

<b>Account Name:</b>		<b>Reconciliation Date:</b>	
<b>Account Number:</b>		<b>Prepared By:</b>	
<b>Sub-Ledger/Source:</b>		<b>Approved By:</b>	

### RECONCILIATION SUMMARY

Description	Amount
Balance per General Ledger (GL)	
Add: Outstanding Reconciling Increases (from Table A)	
Less: Outstanding Reconciling Decreases (from Table B)	
<b>Adjusted General Ledger Balance</b>	
Balance per Supporting Documentation (Sub-ledger/Statement)	
<b>Unreconciled Difference</b>	

### TABLE A: RECONCILING ITEMS (INCREASES TO GL)

Date	Reference/Doc No.	Description / Explanation	Amount
<b>Total Increases</b>			

### TABLE B: RECONCILING ITEMS (DECREASES TO GL)

Date	Reference/Doc No.	Description / Explanation	Amount
<b>Total Decreases</b>			

### NOTES / EXPLANATORY COMMENTS

Prepared By (Signature / Date)

Approved By (Signature / Date)

