MONTHLY HOLIDAY PAY ACCRUAL RECONCILIATION

Payroll Department Template

Company Name:		**Reconciliation Month:**	
Prepared By:		**Preparation Date:**	
Approved By:		**GL Account Code:**	

EMP ID	EMPLOYEE NAME	BEGINNING BALANCE	ACCRUED THIS MONTH (+)	USED THIS MONTH (-)	ADJUSTMENTS (+/-)	ENDING BALANCE
Total Payroll Accruals:						

General Ledger Reconciliation

Total Ending Balance (from Payroll table):	
General Ledger Balance (Account ending balance):	
Variance:	

Prepared By (Signature / Date)

Approved By (Signature / Date)