MONTHLY GENERAL LEDGER RECONCILIATION

Ledger Maintenance & Balance Verification

General Ledger Account:

Account Number:

Reconciliation Period:

Prepared By:

Reviewed By:

Date Completed:

1. RECONCILIATION SUMMARY

Description	Amount
General Ledger Balance (Ending)	
Sub-Ledger / Supporting Statement Balance	
Total Adjustments (From Section 2)	
Unreconciled Difference	

2. RECONCILING ITEMS

Date	Reference No.	Description / Nature of Item	Addition (+)	Deduction (-)
		Total Reconciling Items:		

3. REQUIRED ADJUSTING JOURNAL ENTRIES

Account Code	Account Description	Debit	Credit

Account Code	Account Description	Debit	Credit

	Total Journal Entries:		

NOTES & EXPLANATIONS

Preparer Signature & Date

Approver Signature & Date