PREPAYMENT & DEPOSIT RECONCILIATION STATEMENT

Statement Date:

Entity Name:	
GL Account (Prepayments):	
GL Account (Deposits):	
Reporting Period:	
Prepared By:	
Approved By:	

1. SCHEDULE OF PREPAYMENTS (DEFERRED EXPENSES)

DATE PAID	VENDOR / PROVIDER	DESCRIPTION OF SERVICE	TOTAL PREPAID AMOUNT	AMORTIZATION PERIOD	REMAINING BALANCE
		Total Prepayments:			

2. SCHEDULE OF SECURITY & VENDOR DEPOSITS

DATE PAID	PAYEE / VENDOR NAME	PURPOSE OF DEPOSIT	REFUNDABLE (Y/N)	EXPECTED RELEASE	DEPOSIT AMOUNT
				Total Deposits:	

3. GENERAL LEDGER RECONCILIATION SUMMARY

RECONCILIATION ITEM	PREPAYMENTS BALANCE	DEPOSITS BALANCE
General Ledger Ending Balance (as of statement date)		
Total per Subsidiary Schedule (Sections 1 & 2)		
Unreconciled Variance:		

4. EXPLANATIONS & NOTES FOR VARIANCES / ADJUSTMENTS

Prepared By (Signature / Date)

Approved By (Signature / Date)