

Clearing Account Reconciliation Statement

Account Name:		Reconciliation Date:	
Account Number:		Prior Period Date:	
Prepared By:		Reviewed By:	

ACCOUNT BALANCE SUMMARY

General Ledger (GL) Balance	
Clearing Sub-Ledger / System Balance	
Unreconciled Difference (Before Adjustments)	

RECONCILING ITEMS - DEBITS (OUSTANDING RECEIPTS / CHARGES)

Date	Reference	Description / Explanation	Amount	Cleared (Y/N)
Total Debits				

RECONCILING ITEMS - CREDITS (OUTSTANDING PAYMENTS / CREDITS)

Date	Reference	Description / Explanation	Amount	Cleared (Y/N)
Total Credits				

ADJUSTED BALANCE COMPARISON

Adjusted General Ledger Balance	
Adjusted Clearing Sub-Ledger Balance	
Remaining Unreconciled Difference	

Prepared By (Signature)	Reviewed By (Signature)	Date
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