MONTHLY GENERAL LEDGER RECONCILIATION

General Ledger Analysis

GL Account Name		**Reconciliation Period**	
GL Account Number		**Sub-ledger / Statement Date**	
Prepared By		**Reviewed By**	

RECONCILIATION SUMMARY

DESCRIPTION	AMOUNT
Balance per General Ledger (A)	
Balance per Sub-ledger / Bank Statement (B)	
Unreconciled Difference (A - B)	

RECONCILING ITEMS (ADJUSTMENTS & OUTSTANDING ENTRIES)

DATE	REFERENCE NO.	DESCRIPTION / EXPLANATION	DEBIT (INCREASE)	CREDIT (DECREASE)
		Total Adjustments		
		Adjusted Balance		

NOTES / EXPLANATORY COMMENTS

Prepared By (Signature & Date)

Approved By (Signature & Date)