

Real Accounts Reconciliation Statement

Account Name: _____ Account Number: _____ General Ledger Code: _____	Reconciliation Date: _____ Prepared By: _____ Reviewed By: _____
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Description	Amount	Balance
Balance per General Ledger (Book Balance)		
Opening General Ledger Balance		
Add: Unrecorded Receipts / Debits		
Less: Unrecorded Payments / Credits		
Adjustments / Corrections		
Adjusted General Ledger Balance		

Balance per Supporting Evidence (Statement / Physical Count / Register)		
Ending Balance per Statement / Inventory Count		
Add: Outstanding Items / Deposits in Transit		
Less: Unpresented Items / Outstanding Cheques		
Other Reconciling Items		
Adjusted Supporting Balance		

Unreconciled Difference / Variance		
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Prepared By (Signature / Date)

Reviewed By (Signature / Date)

Authorized Signatory (Signature / Date)