

YEAR-END ACCOUNT RECONCILIATION STATEMENT

For the Fiscal Year Ending:

Company Name: _____ Date Prepared: _____
Account Name: _____ Prepared By: _____
Account Number: _____ Reviewed By: _____

1. GENERAL LEDGER & BANK BALANCES

DESCRIPTION	AMOUNT (\$)
Ending Balance per General Ledger (as of year-end)	
Ending Balance per Bank/Financial Institution Statement	

2. ADJUSTMENTS TO BANK BALANCE (ADDITIONS / DEDUCTIONS)

ADD: DEPOSITS IN TRANSIT / OUTSTANDING CREDITS	AMOUNT (\$)
Subtotal - Additions to Bank Balance	

LESS: OUTSTANDING CHEQUES / PAYMENTS	AMOUNT (\$)
Subtotal - Deductions to Bank Balance	

3. ADJUSTMENTS TO GENERAL LEDGER BALANCE

ADDITIONS / DEDUCTIONS (E.G., BANK FEES, INTEREST, ADJUSTING JOURNAL ENTRIES)	AMOUNT (\$)
Subtotal - General Ledger Adjustments	

4. RECONCILIATION SUMMARY

Adjusted Balance per Bank	
Adjusted Balance per General Ledger	
Unreconciled Difference	

Prepared By (Signature)

Date: _____

Approved By (Signature)

Date: _____