MONTHLY OTHER RECEIVABLES RECONCILIATION

Ledger Template

Company Name:		**Reconciliation Period:**	
GL Account Code:		**GL Account Description:**	
Prepared By:		**Date Prepared:**	
Reviewed By:		**Date Reviewed:**	

1. Balance Summary

Description	Amount
General Ledger (GL) Ending Balance	
Subsidiary Ledger (Sub-ledger) Total Balance	
Unreconciled Variance (GL vs. Sub-ledger)	

2. Reconciling Items

Date	Reference No.	Description / Explanation of Reconciling Item	Adjustment Amount
		Total Adjustments	
		Adjusted Balance	

3. Subsidiary Ledger Breakdowns (Other Receivables Details)

Debtor / Employee Name	Ref No.	Original Date	Description / Purpose	Current Balance	Status / Action Plan

Debtor / Employee Name	Ref No.	Original Date	Description / Purpose	Current Balance	Status / Action Plan
			Total Other Receivables		

4. Approvals and Sign-offs

Preparer Signature:

Title:

Date:

Reviewer Signature:

Title:

Date: