

Standard GL Account Reconciliation Statement

Company Name: _____	Reconciliation Period: _____
GL Account No: _____	GL Account Description: _____
Prepared By: _____	Reviewed By: _____

Description	Amount
Balance per General Ledger (GL)	
Balance per Supporting Document / Subledger	
Unreconciled Difference (Variance)	

Date	Reference No.	Reconciling Item / Description	Debit / Increase	Credit / Decrease
Total Adjustments / Reconciling Items:				
Adjusted Balance:				

Explanatory Notes / Action Items:

Prepared By (Signature)

Date: _____

Approved By (Signature)

Date: _____