

# End-of-Month Bank Reconciliation Checklist

Prepared by

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Approved by

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Bank Name

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Account No.

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Reconciliation Date

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Statement Period

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## Checklist

- Obtain and review the monthly bank statement.
- Compare opening balances on statement and ledger.
- Tick and match deposits in statement with ledger records.
- Tick and match withdrawals/checks/transactions with ledger.
- Identify and list outstanding deposits.
- Identify and list outstanding checks/payments.
- Check for bank fees, interest, or direct debits not in ledger.
- Record any bank errors or discrepancies for investigation.
- Calculate adjusted bank balance.
- Calculate adjusted book (ledger) balance.
- Check if adjusted balances reconcile. If not, investigate differences.
- Prepare reconciliation statement and file supporting documents.
- Sign and date reconciliation. Submit for review/approval.

Notes / Issues Identified:

Write any notes or issues here...

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