

# End-of-Month Bank Reconciliation Checklist

Prepared by

Approved by

Bank Name

Account No.

Reconciliation Date

Statement Period

## 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...